
COMMITTEE	Finance, Policy and Resources
DATE	23 rd April, 2015
DIRECTOR	Corporate Governance
TITLE OF REPORT	Corporate Governance Business Continuity Plans
REPORT NUMBER	CG/15/41
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of the report is to inform Members on the review of Corporate Governance Services' Business Continuity Plans for "critical" public facing services.

2. RECOMMENDATION(S)

The Committee are asked to note the information.

3. FINANCIAL IMPLICATIONS

There are no specific financial implications arising from the report. However, a robust system of risk management itself mitigates potential negative influences on management of the Council's finances.

4. OTHER IMPLICATIONS

There are no other implications specifically arising from this report

5. BACKGROUND/MAIN ISSUES

The Audit and Risk Committee at its meeting of 26th June, 2014 had before it a report by the Director of Corporate Governance which updated the Committee on progress on the continuing development of the Council's System of Risk Management. The report focused specifically on the 'Risk System', the technical arrangements which support recording, managing and reporting risks. The report further updated the Committee on progress in completing action plans previously before the Committee.

The Audit and Risk Committee resolved (specifically in relation to Business Continuity Plans) to instruct all Services to review their Business Continuity arrangements and to report back to their respective Service Committees.

Officers in Corporate Governance have been reviewing the Business Continuity Plans for the “critical” public facing aspects of the Service. The other areas of the Service will be reviewed and reported in due course.

Testing the Business Continuity Plans outputs will permit evidenced reporting, and risk management system reports will identify the status of controls and how they inform the level of risk the Council faces.

Attached as an appendix to the report is the latest Business Continuity Plan Review and Testing Schedule which outlines that the critical areas identified have all been reviewed and have either been tested or will be tested in the near future. This process has been done in conjunction with and to the satisfaction of the Emergency Planning Manager. It is worth noting that contained in the overall Human Resources and Organisational Development Plan are critical areas such as Payroll and Health and Safety. The Emergency Planning Officer is to work with the service areas to provide guidance/assistance on the completion of Tests 2 and 3 (if required).

6. IMPACT

Corporate – The review of the Services’ Business Continuity Plans and the wider management of risks is linked to the Shaping Aberdeen ethos as robust Business Continuity Plans will ensure that the Services’ resources are used correctly, whilst ensuring that the Customers’ experience is not affected adversely. The Staffs’ experience in such scenarios will not be adversely affected if the Plans are managed and maintained properly.

The system of risk management impacts on all aspects of decision making across the Council. The Local Code of Corporate Governance tasks councils with six principles. Principle 4 requires that councils maintain transparent, informed decision-making which is subject to effective scrutiny and the management of risk.

Public – The report is designed for information purposes and no Equalities and Human Rights Impact Assessment has been prepared.

7. MANAGEMENT OF RISK

This report details information on an element of the Council's system of risk management

8. BACKGROUND PAPERS

"System of Risk Management" report submitted by Director of Corporate Governance to Audit and Risk Committee on 26th June, 2014 and subsequent Minute of Meeting.

9. REPORT AUTHOR DETAILS

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