

ABERDEEN CITY COUNCIL

COMMITTEE	Audit and Risk
DATE	21 st September 2010
DIRECTOR	Pete Leonard
TITLE OF REPORT	Business Continuity Planning – ICT Security and Plan Testing
REPORT NUMBER:	H&E/10/137

1. PURPOSE OF REPORT

At the committee meeting of 8th June 2010 a report was requested on ICT security risks identified in Business Continuity arrangements, particularly in relation to the storage of personal data.

There was also a decision taken that all Services should be required to test elements of their business continuity plans on an annual basis.

2. RECOMMENDATION(S)

That the committee note the report.

3. FINANCIAL IMPLICATIONS

There are no financial implication arising from this report.

4. OTHER IMPLICATIONS

There are no other implications arising from this report.

5. BACKGROUND/MAIN ISSUES

ICT Security issues relating to use of portable systems as part of Business Continuity arrangements.

At the request of Aberdeen City council, an Information Security audit has been undertaken in response to some concerns regarding access to Council data. The review sought to provide an opinion around the security of sensitive personal data that resides within the Council, and how access to the data is managed. This is the subject of a separate report to the Audit & Risk Committee.

As is the case with Health and Safety, it is deemed appropriate to utilise existing policies when developing Business Continuity or wider Emergency arrangements.

To this end, the Council Business Continuity Policy and Procedures document requires all Business Continuity planning arrangements to be developed within the existing ICT security policy.

The report found that there was a need to put controls in place to prevent the use of unencrypted USB storage devices across the Council estate. To this end, all newly issued laptop hard drives will be fully encrypted and a rolling programme to encrypt existing laptop hard drives and USB devices will commence in early October 2010. This will also cover encryption of other removable media including CDs/DVDs.

Instruction to Services to Test Elements of their Business Continuity Plans on an annual basis

The City Council Business Continuity Policy and Procedures plan has recently been updated together with the workbooks and templates for use by Services in developing their plans.

In addition, and to ensure Services review and test their plans on at least an annual basis, the plan monitoring process has been enhanced.

The Emergency Planning Unit maintains a list of the agreed Critical Functions of the Council and related Business Continuity Plans. This list includes the plan review date and the number of days until next review.

The unit has developed a testing schedule which requires Services to carry out 4 tests within 12 months of the production of all critical function plans and annually thereafter. Services must sign off on completion of these tests:

Test 1:

- to verify that the SIMT (Service Incident Management Team) members and those on the distribution list hold the current plan
- to confirm that the staff contact details are correct.
- to confirm, through an in and out of hours call out, that sufficient members of the SIMT would be available to manage an incident.

Test 2:

- to walk through the plan with the Service Incident Management Team

Test 3:

- to ensure that alternative working arrangements are viable and the resources needed to support them are in place.

Test 4:

- to ensure that data back-up and recovery processes are in place and to ensure that critical data can be accessed and/or retrieved when needed.

The Emergency Planning Unit will be responsible for agreeing the dates of these tests with Services and for ensuring that the tests have been carried out. Services will be reminded when tests are due and will be expected to return a signed confirmation sheet upon test completion.

The Emergency Planning Unit will assist Services in organising and carrying out tests where necessary.

6. IMPACT

Corporate – The impact of the arrangements detailed in the report will assist the Council in delivering the critical elements of its service delivery even during times of emergency.

7. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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