

CYNGOR SIR POWYS COUNTY COUNCIL

AUDIT COMMITTEE

11 July 2014

REPORT AUTHOR: David Powell, Strategic Director Resources

SUBJECT: Update Report on Business Continuity Management (BCM) and Risk Management (RM)

REPORT FOR: Information

1.0 Summary - BCM

- 1.1** An update has been requested by the Audit Committee on Business Continuity Management (BCM) within the Council following a report to the previous Committee on 25th April 2014.
- 1.2** This report outlines the position statement for BCM within Powys, and progress made since the last committee.

2.0 Background - BCM

- 2.1** At the previous committee it was confirmed that the Civil Contingences Act (CCA) 2004 places a number of statutory duties on the Council as a dedicated Category 1 (Main) Responder under the Act. One such duty is BCM. This is a management process to ensure that critical key services (often referred to as 'Red Services') continue in the event of a disruption or declared Major Incident or Event (CCA Part 1, Section 2 refers).
- 2.2** Until early 2013, BCM work was undertaken by the post of a Risk & Resilience Manager. However in Spring 2013 as an efficiency saving this post was not filled when the last incumbent left the Council. However the BCM work was not formally re-allocated. As a consequence the Corporate Business Continuity Plan (BCP (Intranet Page 2127)) was not reviewed in March 2013 and the present status of Service Area BCPs needs to be addressed.
- 2.2** It is important to have robust BCM measures in place. Without these measures PCC will have an indirect impact on partner agencies (i.e. a failure by Adults Services would indirectly impact Health PtHB).
- 2.3** The Strategic Director Resources has made a temporary appointment from the redeployment register in order to address BCM in the Council.
- 2.4** Following that appointment, an evaluation of BCM has been undertaken and good progress is being made. This analysis has identified that we currently have only four Service BCPs available and these are out of date. Also, since the Corporate BCP was last reviewed (March 2012), the Council has undergone significant re-structure and many services are now aligned to different Directorates.

3.0 Way Forward - BCM

3.1 Therefore it is proposed that the council:-

- a) 'Starts from scratch' and that new BCPs are written both for Services and Corporately;
- b) The proposal is that we visit the Heads of Service Group and ask for each service area to identify a single point of contact / BCP Champion. This is of critical importance as Service Areas must complete their own Impact Analysis, and not expect to have them completed on their behalf (which has been the historical problem);
- c) Once the 'Champions' have been identified we will provide in-house training in order to provide the officers with a basic level of understanding of Business Continuity (BC), Emergency Planning, and how we intend to take BC forward within the Council;
- d) Links have been made with other local authorities and a BCM toolkit has been acquired via networking with the South Wales Resilience Team. This toolkit will prove invaluable as it provides a basic template for completion of Service Impact Analysis and the BCP. Completion of the template will result in the successful output of Service BCPs where they are required, and ultimately the Corporate BCP;
- e) All BCPs are required to be signed off by the appropriate Head of Service and will be published on the Intranet. The Head of Service is also required to provide evidence of how their staff have been made aware of the BCP;
- f) Re-instates a Business Continuity and Risk post to address a significant corporate risk.

4.0 Summary – RM

4.1 An update has also been requested by the Audit Committee on Risk Management (RM) within the Council following a report to the Committee on 11th October 2013 by the Internal Audit Manager.

4.2 This report outlines the position statement for RM within Powys, and the action plan going forward.

5.0 Background – RM

5.1 Audit Committee is responsible for reviewing the effectiveness of internal control. The Financial Regulations state that it is essential that robust, integrated systems are developed and maintained for identifying and evaluating all significant operational risks to the Council.

5.2 The RM System has a number of issues that need addressing as duties have not been fulfilled since the last Risk & Resilience Manager left in January 2013.

5.3 The Internal Audit Manager previously examined and consolidated the Risk Register in September 2013, and this was presented to the Audit Committee. Further risks have been identified as part of the Service Improvement Planning process for 2014-17, and these have been included in the register.

6.0 Way Forward – RM

6.1 Interim steps will be taken and both previous and current risks will be consolidated, and then challenged with services to produce an up-to-date Risk Register. The following actions are proposed:-

- a)** In the first instance, engage with Heads of Service to focus on:
- Validating and reviewing the prescribed risks;
 - Identifying new and emerging risks;
 - Ensure control measures are identified;
 - Monitor progress of mitigating control measures;
 - Identify where risk remains uncontrolled and has therefore been accepted.

Service Champions / Lead Officers for RM are also of critical importance as Service Areas must own and be accountable for risks, and not the RM Officer.

- b)** In the longer term we will update the RM Strategy and the RM Toolkit in order to assist services to identify and manage their risks.

7.0 Statutory Officers

7.1 The Strategic Director, Resources (S151 Officer) has identified a funding source to address the requirement to create capacity. If the issue of BCM and risk is not adequately addressed the Council will have potential wider financial exposure.

The Solicitor to the Council (Monitoring Officer) has made the following comment:

Solicitor to the Council's comments to follow.

8.0 Future Status of the Report

Not applicable

Recommendation:	Reason for Recommendation:
That the Audit Committee comments on the approach being taken to meet BCM requirements	To meet the requirements under the Civil Contingencies Act
That the Audit Committee comments on the approach being taken to meet RM requirements	To ensure the adequate management of risk, and safeguard the Council.

Relevant Policy (ies):	
-------------------------------	--

Within Policy:	Y / N	Within Budget:	Y / N
-----------------------	--------------	-----------------------	--------------

Relevant Local Member(s):	Not Applicable
----------------------------------	-----------------------

Person(s) To Implement Decision:	
Date By When Decision To Be Implemented:	

Contact Officer Name:	Tel:	Fax:	Email:
Caroline Evans	01597826171		caroline.evans@powys.gov.uk