

PERTH AND KINROSS COUNCIL**Audit Committee****18 June 2014****UPDATE ON IMPLEMENTATION OF AGREED ACTIONS ARISING FROM THE
INTERNAL AUDIT REPORT ON BUSINESS CONTINUITY****Report by Chief Internal Auditor****PURPOSE OF REPORT**

This report presents a summary of The Environment Service response to the outcomes of Internal Audit's report on Business Continuity and provides an update on the implementation of the agreed action plan.

1. BACKGROUND AND MAIN ISSUES

- 1.1 Internal Audit undertook a review of Business Continuity in line with the approved Internal Audit plan for 2012/13. The result of this work was reported to the Audit Committee in June 2013 [report 13/306 refers].
- 1.2 Audit testing for the June 2013 report took place between January and March 2013. The control objectives examined were "To ensure the adequacy of procedures to be followed in the event of an incident which threatens to disrupt delivery of Council services" and "To ensure the Council's business continuity processes prioritise the recovery of critical services in the event of an incident." At the time of the audit, the Service's achievement of both control objectives was rated "weak".
- 1.3 At the meeting on 19 June 2013, Councillors requested that a progress report be submitted to the Audit Committee in May 2014 regarding the agreed Business Continuity actions.
- 1.4 Internal Audit routinely requests information from Services to verify progress on agreed actions, in line with the standard follow up procedures. Any actions not completed are reported to Audit Committee. In line with this procedure, Internal Audit has requested and evaluated evidence for the completion of all actions arising from the Business Continuity Internal Audit Report.
- 1.5 The agreed action plan contained 15 actions arising from 12 actions points which aimed to improve the controls in place within Business Continuity.
- 1.6 The Service has been proactive in providing evidence of the completion of the agreed actions. Evidence has been provided to Internal Audit for assessment to ensure that the actions have been fulfilled.

1.7 Internal Audit has met with the Service and reviewed the evidence which confirms that that all agreed actions have been satisfactorily completed. Examples of the completed actions include:

- the report to the Strategic Policy and Resources Committee on 18 September 2013 [Report 13/449 refers] detailing an overview of the responsibilities of the Council as required by the Civil Contingencies Act 2004 and introduced the Corporate Civil Contingencies Management Policy which detailed business continuity responsibilities.
- the development and approval of the Corporate Business Continuity Plan detailing the critical services that need to be reinstated.

2. PROPOSALS

2.1 Internal Audit does not propose any further follow up in respect of this report as all actions have been completed. Business Continuity will remain within the audit universe and, as part of the Internal Audit Planning process, will be considered on an annual basis for inclusion within future Internal Audit plans.

3 CONCLUSION AND RECOMMENDATIONS

3.1 It is recommended that the Committee notes the progress made by The Environment Service in implementing the actions agreed in the Business Continuity Internal Audit Report and that these actions have now been completed.

3.2 It is also recommended that the Committee notes the improvement in control environment in this regard.

Author

Name	Designation	Contact Details
Jackie Clark	Chief Internal Auditor	Ext 75524 JClark@pkc.gov.uk

If you or someone you know would like a copy of this document in another language or format, (on occasion only, a summary of the document will be provided in translation), this can be arranged by contacting *Jackie Clark*



Council Text Phone Number 01738 442573

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	None
Corporate Plan	Yes
Resource Implications	
Financial	None
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	Yes
Consultation	
Internal	Yes
External	None
Communication	
Communications Plan	None

1. Strategic Implications

1.1 Corporate Plan

- 1.1.1 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.1.2 This report relates to all of these objectives.

2. Assessments

2.1 Equality Impact Assessment

- 2.1.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

- 2.1.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

- 2.2 Risk

- 2.2.1 There is a risk to the strength of the control environment if the agreed action plans are not carried out in a timely manner.

- 3. **Consultation**

- 3.1 Internal

- 3.1.1 The Chief Executive and the Executive Director (Environment) have been consulted in the preparation of this report.

- 2. **BACKGROUND PAPERS**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.