



## **Internal Audit Position Statement**

### **Business Continuity**

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## Position Statement as at October 2018

### **1. Introduction**

- 1.1 A Business Continuity Audit was started in financial year 2016/17 in order to provide assurance that the Council have robust and reasonable Business Continuity Plans in place. Due to a review of the Business Impact Assessments by Zurich in 2016/17 and the work required as a result of this review, the audit was carried forward to the next financial year.
- 1.2 On recommencing the audit in 2017/18 the Business Continuity Plan health – checks were put on hold by John Ward (Director of Corporate Services) due to the restructure as per CMT minutes November 2017 and included within the 2018/19 audit plan.

### **2. Scope**

- 2.1 The scope of the audit was to ensure the controls are working correctly and therefore assurance can be provided that the Council has robust and reasonable Business Continuity Plans in place in the event of a disruptive incident.

### **3. Outcome**

- 3.1. Since the staff restructure the process for ensuring that Business Continuity Plans across the Council are completed was changed. The change was implemented from the 1<sup>st</sup> October 2018 when the old plans were archived and the reviewed plans were to be completed.
- 3.2 The process is now overseen by a single co-ordinator who reminds the Divisional Managers of their responsibility to renew plans and who uploads the plans onto Resilience Direct, an off-site hosted government system that is used for emergency planning purposes.
- 3.3 The process still uses the Council's Pentana system to ensure non-compliance is escalated through triggers to relevant individuals across the Council in doing so ensuring completion.
- 3.3 Through documenting the process, the controls in place would provide the assurance that the Council have robust and reasonable Business Continuity Plans in place. However, due to the change in process the controls were in their infancy and therefore could not be tested. It is therefore recommended that testing on these controls is undertaken once they have been embedded.