

**BUSINESS CONTINUITY AUDIT REPORT – SERVICE PROGRESS UPDATE**

Audit action	Remedial action	Completion date
Further work required to determine an agreed up to date list of corporate service priorities.	<p>A paper is due to be submitted through the DMT and SLT corporate groups to approve the priority services. Once approved, each of the services listed in the priority service list will be required to:</p> <p>Nominate a Primary and Secondary representative and regularly attend BCLO meetings, including any training and exercising available.</p> <p>Enhance their business continuity plan to consider supply chain management and develop improved relationship with critical suppliers.</p>	<p><b>June 2025</b></p> <p>Paper submitted to SLT and the actions embedded in to the corporate BC plan and the policy</p>
Service plans should take into account corporate priorities and also articulate their own strategies such as staff reallocation, service suspension, re-location etc.	<p>The Intention is to hold a Council wide exercise later this year, one of the main objectives of this seasonal flu-based exercise, is to reduce the number of staff across the entire organisation to a point where senior managers need to reach decisions about the suspension of services and re-location of staff to cover critical functions.</p> <p>This exercise should further study how the information gathered may be used to develop and embed other plans i.e. ICT Disaster Recovery.</p>	<p><b>December 2025</b></p> <p>A BC guidance document regarding the suspension of services and relocation of staff to be produced</p>
There should be a regular programme of exercising and update of corporate and service plans, so that there is embedded iteration of the Business Continuity process, and issues/ unknowns that are identified are addressed.	<p>The 2025/26 Training &amp; Exercising prospectus will continue to include the existing BC training and look to develop some more training for Service Directors and Exec Directors.</p> <p>There's no funding directly associated with training of senior managers for business continuity, meaning further developments in training will need to be completed by JEPU.</p> <p>With the approval of the paper by SLT any service listed as requiring immediate restoration will hold an annual exercise against one of the four scenarios, whereas those listed as priority service will hold a bi-annual exercise. All other services in the council, will be encouraged to hold team based exercises. The seasonal influenza exercise will ensure a large percentage of plans are exercised this year.</p> <p>The recent Power and Water outages at Market Street have led to developments in rapid staff communications and the review of critical services</p>	<p><b>Sept 2025</b></p> <p>Completion of a Competency based framework and training requirements for all representatives supporting Business Continuity</p>