

INTERNAL AUDIT - BUSINESS CONTINUITY MANAGEMENT
WDA/22/17

Recommendation

That:

1. Members note the contents of the report from the Internal Auditor

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Report of the Treasurer

1. Purpose of the Report

- 1.1 The Authority is required to maintain an effective Internal Audit as a part of its statutory governance arrangements. The Authority's Internal Audit is provided by St Helens Council. The Auditor reviews the arrangements at the Authority and reports to Members on any weaknesses and recommends improvements. This report brings to Members attentions the outcome of the latest review.

2. Background

- 2.1 The agreed audit plan for the year included a review of the Authority's arrangements for Business Continuity Management.

- 2.2 The review considered the Authority's

- Business Continuity policies and procedures;
- Roles and responsibilities; and
- Testing of the procedures.

- 2.3 The auditor's detailed report is attached at Appendix 1 to this report

- 2.4 The Auditor concluded that in their overall opinion substantial assurance could be taken from the system and the way it was operated. This means that:

"The majority of expected controls are in place but there is some inconsistency in their application. Whilst there is basically a sound system of controls, there may be weaknesses in the design and/or operation of these and recommendations have been made to enhance the control environment further."

- 2.5 The auditor has confirmed there are no Key Issues arising from this review to bring to the attention of Members.

2.6 The auditor has made three recommendations for improvements which have been agreed with officers of the Authority. These recommendations relate to:

- Improvements to business impact assessments to inform the business continuity plan;
- Training for staff; and
- Review of procedures, in particular relating to testing the business continuity plan.

3. Risk Implications

3.1 There are no new risks arising from the auditor's review

4. HR Implications

4.1 There are no new HR implications

5. Environmental Implications

5.1 There are no new environmental implications

6. Financial Implications

6.1 There are no financial implications associated with this report

7. Legal Implications

7.1 There are no legal implications associated with this report.

8. Conclusion

8.1 Internal Audit reviewed the arrangements for Business Continuity Planning and concluded that they gave 'Significant Assurance'. There are no Key issues for Members.

8.2 Members are asked to note the report.

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The background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972 - Nil.