

# Audit Committee

## Business Continuity Plan (BCP)

Item no: 08

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**Job title:** Director of Corporate Resources

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### Summary

At its meeting on 19 June 2012, the Audit Committee received the last version of London Councils' Business Continuity Plan (BCP) for comment. A revised BCP was approved by London Councils' Corporate Management Board (CMB) at its meeting on 15 February 2016 and the approved Version 3 of the plan can be found at Appendix 1

### Recommendations

The Audit Committee is asked:

- to note and comment on the revised Business Continuity Plan which can be found at Appendix 1 of this report; and
  - to note and comment on the position on controls and testing of the plan on page 62 to 63 of (Appendix A) of the BCP report
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## Introduction

1. The last version of the Business Continuity Plan was presented to CMB back in 2012 and was essentially in place to cover the organisation during the London 2012 Olympics period and throughout the 59½ Southwark Street refurbishments during 2012/13.
2. Since then the technical landscape and model of the organisation has been changing so revisions and amendments to this plan were put in place that did not require CMB or organisational sign off.
3. In 2015, the concept of how the BCP would look like was considered and consulted on with the management team, staff and tenants concluding in the draft version 2.3 which was presented to Corporate Management Board on 15 February 2016. The final version was signed off by the Chief Executive and published on 21 April 2016 and is available to all staff on London Councils' intranet site.

## Principle changes in Version 3.0

- This version introduces the concept of **Gold**, **Silver** and **Bronze** response teams with named and specific responsibilities and tasks linked to those teams and individuals within the organisation
- Clearer Business Impact Analysis tables by service that can be used as a guide by the services affected
- Some example scenario and risks identified with recommended actions
- Clearer contact details for third party and system owners outside the organisation
- London Tribunals is included in the plan as regards staff working out of 59½ Southwark Street or their connectivity to the London Councils ICT systems and mobiles from Chancery Exchange. A separate plan would be called on to support their full systems and procedural activities at Chancery Exchange
- London CIV and London ADASS are also included in the plan as tenants in 59½ Southwark Street however they do hold an additional plans to cover their off-site systems and processes
- Quarterly testing timetable conducted with the business and our ICT partners

## Conclusion

Prior to sign-off, the plan was peer-reviewed by partners in the City of London Corporation and reviewed by the City of London Corporation Internal Audit Division in March 2016. This review did not reveal any significant control weaknesses.

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**Financial Implications for London Councils**

None

**Legal Implications for London Councils**

None

**Equalities Implications for London Councils**

None

**Appendices**

Appendix 1: Business Continuity Plan v 3.0

**Background Papers**

City of London Internal Audit outcomes of BCP, dated 17 March 2016