Appendices		Item No.
		6

NORTHAMPTON
BOROUGH COUNCIL

AUDIT COMMITTEE REPORT

Report Title	Risk Management Update

AGENDA STATUS: **PUBLIC**

Meeting Date:	16th November 2009
Directorate:	Finance and Support
Accountable Cabinet Member:	Cllr David Perkins
Ward(s)	Not Applicable

1. Purpose

1.1   To provide an update on recent progress in Risk and Business Continuity Management across the authority.

2. Recommendations

2.1   To note recent progress in risk and business continuity management across the authority.

2.2   To note the Business Continuity Critical Functions.

3. Issues and Choices

3.1 Report Background

3.1.1   Audit Committee requested an update on the developments within Risk and Business Continuity Management to be submitted to the next Committee meeting.

3.2 Issues

3.2.1   Business Continuity Management focuses on those services that the Council cannot afford to lose, in terms of the impact on vulnerable residents, financial losses, reputational damage etc. These services are referred to as Critical Functions and once identified, the list of Critical Functions assists the Council in prioritising potentially limited resources in a major disruption or emergency.

3.2.2   A draft list of Business Continuity Critical Functions was presented to Audit Committee in February 2009 and to Management Board in May 2009. Management Board requested that the list be further refined and for each

Director to challenge and approve the Critical Functions identified within their Directorate.

3.2.3 The list attached to this report, appendix A, is the output from the Directorate Management Team challenges and is the final list approved by Management Board on 5th November 2009.

3.2.4 The list of critical functions is presented by service area and further categorised by the recovery time (how quickly a service or function must resume operations):

- 0 – 24 hours - Critical Function 1 (CF1)
- 1 – 3 days - Critical Function 2 (CF2)
- 3 – 7 days - Critical Function 3 (CF3)

3.3 Choices (Options)

3.3.1 To suggest any additional areas to cover in future updates.

4. Implications (including financial implications)

4.1 Policy

4.1.1 None.

4.2 Resources and Risk

4.2.1 This report provides an update on the progress being made to ensure that risk and business continuity management arrangements are in place across the Council.

4.3 Legal

4.3.1 There are no specific legal implications arising from this report.

4.4 Equality

4.4.1 There are no specific equalities implications arising from this report.

4.5 Consultees (Internal and External)

4.5.1 The Head of Finance & Assets has been asked to comment on this report.

4.6 How the Proposals deliver Priority Outcomes

4.6.1 Providing an early warning system to alert Officers and Members to potential opportunities and threats.

4.6.2 Targeting resources at areas and issues of greatest risk where the Council's objectives are most under threat.

4.6.3 Reduction in interruptions to service delivery.

4.6.4 Continuity of critical Council activities.

4.6.5 Enabling the Council to act proactively, avoiding reactive management wherever possible.

4.6.6 Protecting and enhancing the reputation of Northampton Borough Council.

4.7 Other Implications

4.7.1   Not applicable

5. Background Papers

5.1   Appendix A - Business Continuity Critical Functions.

Sue Morrell, Risk and Business Continuity Manager, ext 8420.