

REPORT TO: TAYSIDE VALUATION JOINT BOARD – 31 JANUARY 2011

REPORT ON: RISK MANAGEMENT/BUSINESS CONTINUITY

REPORT BY: ASSESSOR

REPORT NO: TVJB 6-2011

PURPOSE OF REPORT

- 1.1 To present to the Board the Assessor's annual report on Risk Management and Business Continuity arrangements.

2 RECOMMENDATIONS

- 2.1 The Board are asked to note the contents of this report.

3 FINANCIAL IMPLICATIONS

- 3.1 None.

4 POLICY IMPLICATIONS

- 4.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty and Equality Impact Assessment. There are no major issues.

5 BACKGROUND

- 5.1 In April 2007, the Board approved a Risk Management Strategy which provides a framework to structure the approach to identifying, analysing, controlling, monitoring and financing risks which may be associated with all aspects of service delivery.
- 5.2 At subsequent meetings, the Board has agreed a Risk Register which identifies and analyses such risks and considers appropriate control measures to mitigate the risks. A Business Continuity Plan has also been approved, and this details the systems and procedures that require to be put in place to restore critical services following partial or total loss of such services.
- 5.3 As part of the commitment to implementing the principles of good corporate governance, the Assessor advised the Board in January 2009 that he would report annually to the Board on any matters associated with Risk Management and Business Continuity.
- 5.4 The Assessor's internal Governance Group, whose remit includes Risk Management and Business Continuity, continues to meet on a regular basis under the chairmanship of the Depute Assessor, Angus Division. Minutes of group meetings are formally recorded and presented at the next appropriate Assessor's Departmental Management Team meeting for discussion and action as required.

The Group's Chairman continues to represent the Assessor at meetings of the Scottish Assessors' Association Best Value Committee, which considers governance issues relating to Assessors throughout Scotland.

- 5.5 In report number TVJB 6-2010 the Board were advised that the Internal Auditors review of Risk Management and Business Continuity had concluded that whilst there was basically a sound system of control in place, there were some areas where improvements could be made. The majority of these areas were addressed this year, and in April 2010 the Business Continuity Plan was reviewed to include a definition of the Board's risk appetite, an explanation of risk assessment scores and contact details for the other Scottish Assessors, who are seen as critical partners should a disaster occur.

At the same time, a specific Information Technology Disaster Recovery Plan was compiled and included in the main Plan. This plan is designed to provide details of the steps required to implement recovery procedures in the event of severe disruption to the Board's IT services. It provides for separate recovery procedures in relation to the Assessor's 3 core services.

- 5.6 In November 2010, in conjunction with the Insurance Section of Dundee City Council Finance Department, a desk top exercise was carried out to test the Board's Business Continuity Plan. Fifteen members of staff attended this training exercise and the testing of the plan was successful, with no further necessary amendments to the plan being identified.
- 5.7 The only area for improvement still outstanding from the audit mentioned in 5.5 above is the inclusion of partnership risks in the Risk Register. This task requires the support and co-operation of external bodies and the Governance Group will continue to liaise with parties to conclude this issue as soon as possible.
- 5.8 The amended Business Continuity Plan including the Risk Register and the separate IT Disaster Recovery Plan is held by relevant officers as detailed in the Plan. Copies of the plan are also held in each of the Board's Divisional offices and off-site by all members of the Department Management Team, the Administration Manager and the IT Manager.
- 5.9 The updated Plan and Register have also been circulated to all staff, who were asked to familiarise themselves with the plan, in particular their individual areas of responsibility. The documents are included on the Staff Intranet and are incorporated into the Assessor's induction training.
- 5.10 The Assessor will continue to monitor the Board's Risk and Business Continuity Management arrangements and will provide a further report to the Board during 2012.

6 **CONSULTATION**

- 6.1 The Clerk and Treasurer to the Board have been consulted on this report.

7 **BACKGROUND PAPERS**

- 7.1 None.

N Clark Low FRICS
Assessor

31 January 2011