

**REPORT TO: TAYSIDE VALUATION JOINT BOARD – 30 JANUARY 2012**

**REPORT ON: RISK MANAGEMENT/BUSINESS CONTINUITY**

**REPORT BY: ASSESSOR**

**REPORT NO: TVJB 6-2012**

## **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 is 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 evaluates 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 Assistant Assessor, Angus Division. Minutes of group meetings are formally recorded and presented at the next appropriate Assessor's Management Team meeting for discussion and action as required.

The Assessor continues to be represented at meetings of the Scottish Assessors' Association, which include consideration of governance issues relating to Assessors throughout Scotland.

- 5.5 Procedures included in the Business Continuity Plan were invoked during the severe adverse weather conditions experienced in December 2010 and January 2011. This provided an opportunity to test and evaluate the plan. Procedures worked effectively, however it was found that these could be improved by the inclusion of all staff mobile telephone numbers, where available. Further testing of the plan will be carried out during 2012.
- 5.6 The Business Continuity Plan was reviewed and updated in August 2011 to reflect staff changes and to include staff mobile telephone numbers.
- 5.7 The Risk Register was also reviewed and updated at that time to include partnership risks.
- 5.8 The IT Disaster Recovery Plan was also updated to reflect staff changes and the introduction of new computer systems and applications.
- 5.9 A review of records management procedures is currently in progress.
- 5.10 The amended Business Continuity Plan, including the Risk Register and IT Disaster Recovery Plan, is held by all 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 Assessor's Management Team, the Administration Managers and the IT Manager. It is also available on the Board's website.
- 5.11 All staff have been advised to familiarise themselves with the Plan, in particular their individual areas of responsibilities. The documents are available on the Staff Intranet and are incorporated in induction training.
- 5.12 The Assessor will continue to monitor the Board's Risk Management and Business Continuity arrangements and will provide a further report to the Board in 2013.

## **6 CONSULTATION**

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

## **7 BACKGROUND PAPERS**

- 7.1 None.

**John M Galbraith FRICS**  
**Assessor**

**30 January 2012**