

CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT

Committee	Decisions	Date for Action	Action Taken	Officer Responsible	Delete from future list
16/06/2016	<p><u>Scoping Report for Business Continuity Planning</u></p> <p>The Corporate Governance Committee agreed that the Corporate Team Manager be tasked to follow up on the recommendations from the review by the Business Analyst and look to:</p> <ul style="list-style-type: none"> i. prepare a new Template for the Business Continuity Plan; ii. consider having one organisational Plan with appendices that provide additional information per Service where relevant; iii. review roles and responsibilities and confirm these to all concerned; iv. review the management of the plans and the mechanism of storage and accessibility; v. organise for an annual test of the new Plan; vi. schedule an audit for early 2017 by Internal Audit, 	Update report to Corporate Governance Committee - December 2016	<p>This has been further discussed with Senior Management Team and we have agreed that a one Organisational Plan approach will be followed.</p> <p>Discussions have been held with IT on some file storage issues.</p> <p>The template will be prepared in July and a first draft of a new Plan is scheduled for August.</p>	Corporate Team Manager	No

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	<p>after the Plans have been updated and the test carried out; and</p> <p>vii. undertake a review of the various scenario Plans (e.g. adverse weather, fuel shortages).</p> <p>It was also agreed that the Corporate Governance Committee receive a Business Continuity Planning update report at its December meeting.</p>				