

SUBJECT:	ANNUAL GOVERNANCE STATEMENT MONITORING
DIRECTORATE:	CHIEF EXECUTIVE AND TOWN CLERK
LEAD OFFICER:	HEATHER GROVER, PRINCIPAL POLICY OFFICER

1. Purpose of Report

- 1.1 To present a progress update on the area identified as a 'significant governance issue' as set out in the 2018/19 Annual Governance Statement (AGS).

2. Executive Summary

- 2.1 The Audit Committee has a role to review the Council's governance arrangements including the production of the Annual Governance Statement.

This report provides details of the monitoring arrangements for the significant internal control issue raised in the latest AGS.

3. Background

3.1 Monitoring of the 2018/19 AGS Issue

The updates on the significant issue identified within the 2018/19 AGS are included within **Appendix A**

This is monitored by the Service Manager's Group and overseen by Corporate Leadership Team as well as monitored at Audit Committee.

4. Summary of Findings

There is now just one significant issue remaining – which is considered, by the responsible officer to be red.

“The IT Disaster Recovery plan is not sufficiently aligned with the Business Continuity plans that are currently in place for restoring key services, in terms of IT needs”

A plan of action to cover this issue has been agreed between the Emergency Plan Manager (LCC Emergency Planning Officer), the Business Continuity Manager (Chief Finance Officer) and the IT Service Manager (Business Development and IT Manager). Key actions to date:

- The first stage to review the schedules within the current Business Continuity Plans to ensure they are still relevant has now been completed.
- Currently an exercise reviewing the critical services is underway – the

estimated is now to be agreed as priority work on business continuity plans in response to Covid-19.

- A procurement exercise has been completed on reviewing and updating the IT infrastructure, which will enhance Disaster Recovery significantly once the solution is implemented in 2020. We are currently working with the supplier to develop an installation plan.
- As part of the investigative work for the new infrastructure – it has been established that there is currently insufficient power available at Hamilton House (back up site) to implement the new infrastructure fully. Officers are currently developing actions to mitigate and establish whether there is any risk of additional costs as a result. The electrical work required has now been established and needs to be scheduled. In addition, the server room will be reconfigured to improve security and environmental conditions. This is also being scheduled.

The full review of the IT DR plan will commence once the new infrastructure is in place.

5. Strategic Priorities

This report does not focus specifically on any of the four Vision 2020 priorities, but does contribute significantly towards the High Performing Services aspect which underpins these aspirations.

6. Organisational Impacts

6.1 Finance (including whole life costs where applicable)

There are no direct financial implications arising as a result of this report.

6.2 Legal Implications including Procurement Rules

There are no direct legal implications arising as a result of this report.

6.3 Equality, Diversity & Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

There are no direct Equality and Diversity implications arising as a result of this report.

7. Risk Implications

7.1 (i) Options Explored - N/A

(ii) Key Risks Associated with the Preferred Approach N/A

8. Recommendation

8.1 Audit Committee is asked to note the report and consider whether any of the following options are relevant :

- Report and make recommendations to the Executive if appropriate.
- Refer any matter under review they feel appropriate to the relevant Portfolio Holder, Scrutiny Chair or Committee.
- Accept the report and continue to monitor arrangements.

Key Decision

No

Do the Exempt Information Categories Apply?

No

Call in and Urgency: Is the decision one to which Rule 15 of the Scrutiny Procedure Rules apply?

No

How many appendices does the report contain?

One

List of Background Papers:

None

Lead Officer:

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