

**REPORT TO CABINET**

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	<b>Mandatory</b>	(a) Be entirely within Cabinet's powers to decide NO		
		(b) Need to be recommendations to Council YES		
		(c) Be partly for recommendations to Council and partly within Cabinets powers – NO		
Lead Member: Cllr Nick Daubney E-mail: cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: David Thomason E-mail: david.thomason@west-norfolk.gov.uk Direct Dial: 01553 616246		Other Officers consulted: Management Team		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equalities Impact Assessment YES If YES: Pre-screen only	Risk Management Implications YES

Date of meeting: 1 November 2011

**4 BUSINESS CONTINUITY MANAGEMENT POLICY STATEMENT & STRATEGY**

**Summary**

The Civil Contingencies Act 2004 placed a duty on Category 1 responders (of which the Council is one) to develop and maintain plans to ensure that if an emergency occurred, the authority is able to continue to perform its critical activities and key services.

It is over two years since the current version of the Business Continuity Policy Statement and Strategy was adopted, during which time responsibility for the function has moved to the Deputy Chief Executive. Work has been undertaken during 2011 to review and update the Policy Statement document, as well as wider Business Continuity Management (BCM) arrangements.

Details of the work undertaken to review and update documents and BCM arrangements are provided in the body of this report.

**Recommendation**

**It is recommended that Cabinet accept the new version of the Business Continuity Policy Statement and Strategy, attached, and that they recommend acceptance by full Council.**

**Reason for Decision**

To ensure that the Council continues to meet the requirements placed upon it by the Civil Contingencies Act 2004 and is well placed to react in the event of a disruption or emergency.

## **1.0 Background**

- 1.1 The Civil Contingencies Act 2004 placed a duty on Category 1 responders (as defined by the act and which includes all local authorities) to develop and maintain plans for the purpose of ensuring that, so far as is reasonably practicable, if an emergency occurs they are able to continue to perform their key services / critical activities. This means that, in the event of a disruption or emergency, the Council must have plans available to ensure that it can mobilise the functions it needs to:
- Deal with any emergency
  - Ensure that the impact of the emergency on the Council's day-to-day activities is kept to a minimum, and
  - Ensure that, so far as possible, vital services for the community can be maintained at appropriate levels.
- 1.2 The Business Continuity Management Policy Statement and Strategy, attached, are the framework documents around which the Council's arrangements are based.

## **2.0 Current Position**

- 2.1 In March 2009, Council considered and endorsed a newly formulated Business Continuity Policy Statement and Strategy document, which had been devised as a result of a Business Impact Analysis undertaken in 2008, in conjunction with the Council's insurers.
- 2.2 It is considered best practice for the Policy Statement to be reviewed regularly and therefore, earlier in 2011, Management Team set up a group of five officers from across the authority, led by the Deputy Chief Executive, to review the Council's Policy and Strategy, as well as the wider Business Continuity Management arrangements.

## **3.0 Progress**

- 3.1 The following summarises the work that has been carried out during 2011 by the Business Continuity Corporate Officer Group (BC COG) and agreed by Management Team:
- The Business Continuity Policy Statement & Strategy have been reviewed and updated
  - An overview has been produced of the suite of documentation that form the Business Continuity Management arrangements
  - An Invocation Process and Incident Checklist has been drawn up following a gap analysis of existing documentation
  - A storage and archiving protocol has been devised for documentation
  - A review of agreed Threats and Critical Activities has been undertaken and the agreed list revised
  - The format of the plans for the agreed Threats has been reviewed and updated

- A new template has been devised for team / departmental Business Continuity Plans
- Lead Officers and deputies for Critical Activities have been nominated and agreed, additional training is being arranged where appropriate
- A plan has been formulated to test aspects of the refreshed arrangements

#### **4.0 Next Steps**

4.1 Reviewing, refreshing and producing the documentation referred to above, is only one element of the Business Continuity Management Strategy, albeit a significant one. For Business Continuity Management to be effective, plans must be embedded throughout the Council.

4.2 To achieve this, the BC COG will continue and

- Assist in rolling out the new template for team / departmental Business Continuity Plans across the authority where appropriate
- Plan for further testing and validation of arrangements and plans, ensuring that learning is realised from the testing undertaken

#### **5.0 Policy Implications**

5.1 This is an update to a policy adopted by Council in March 2009.

#### **6.0 Financial Implications**

6.1 There are no financial implications associated with adoption of this policy.

6.2 In the event that the Council needs to bring Business Continuity plans into operation it will mean that an event has occurred which will threaten service provision in some way. It is highly likely that this will also bring about additional expenditure / lost income and the financial implications will need to be met from the Council's general fund balance and / or its reserves.

#### **7.0 Personnel Implications**

7.1 There are no personnel implications associated with this document.

#### **8.0 Statutory Consideration**

8.1 Adoption of this updated Policy Statement and Strategy document will ensure that the Council continues to meet the requirements placed upon it by the Civil Contingencies Act 2004 and is well placed to react in the event of a disruption or emergency.

#### **9.0 Risk Assessment**

9.1 Business Continuity planning is a statutory requirement and clearly is aimed at managing risk after the occurrence of an event / disruption. Plans are not aimed at prevention of an event, which is dealt with in other ways by Service Managers, but at mitigating the impact of any serious interruption to the business of the Council.

**10.0 Equality Impact Assessments**

- 10.1 An Equalities Impact Assessment pre-screening form has been completed, this is attached for information. The Business Continuity Management Policy Statement does not affect people differently according to their equality communities and therefore a full assessment is not required.

**11.0 Access to information**

- 11.1 Background papers are held by the Performance & Efficiency Manager.

**Business Continuity Policy  
Statement & Strategy  
Pre-Screening Equality Impact  
Assessment**

**Borough Council of  
King's Lynn &  
West Norfolk**



Question	Answer	Decision	Comments
1. Does this policy impact on internal/external customers differently <b>according to their different equality communities</b> , for example, because they have particular needs, experiences or priorities?	No	No - impact assessment not required	
2. Is there any reason to believe that staff or customers could be affected differently by the proposed policy <b>according to their equality community</b> , for example in terms of access to a service, or the ability to take advantage of proposed opportunities?	No	No - impact assessment not required	
3. Is the proposed policy likely to affect relations between certain equality communities or to damage relations between the equality communities and the council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	No - impact assessment not required	
4. Could this policy be perceived as impacting on communities differently?	No	No - impact assessment not required	
5. Is this policy rigidly constrained by statutory obligations?	No	No - impact assessment not required	Although it is a statutory requirement to have plans in place, how the Council chooses to formulate them is not rigidly controlled
6. Is the policy specifically designed to tackle evidence of disadvantage or potential discrimination?	No	No - impact assessment not required	

**Assessment completed by:**

**Name: Vanessa Dunmall**

**Job title: Performance & Efficiency Manager     Date: 22.09.2011**