

## REPORT TO CABINET

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards All</b>	<b>Mandatory</b>	Be entirely within Cabinet's powers to decide NO		
		Need to be recommendations to Council YES		
		Is it a Key Decision NO		
Lead Member: Cllr Nick Daubney E-mail: cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Geoff Hall E-mail: Geoff.hall@west-norfolk.gov.uk geoff.hall@west-norfolk.gov.uk Direct Dial: 01553 616618		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: 9 September 2015

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

#### **Summary**

The Council is a Category 1 responder under the Civil Contingencies Act 2004, which places a duty on it to develop and maintain plans to ensure that if an incident occurred, the authority is able to continue to perform its critical activities and key services.

The Council's Policy Statement on Business Continuity Management was agreed by full Council in September 2013 and has been updated to reflect the changes to the Management structure with effect from May 2015.

Whilst updating the Policy Statement, the whole document, including details of the council's strategy and approach has been updated.

#### **Recommendation**

It is recommended that

1. Cabinet accept the new version of the Business Continuity Policy Statement and Strategy, attached, and that they recommend acceptance by full Council.
2. Delegated authority be granted to the Chief Executive, in consultation with the Leader, as Portfolio Holder for Business Continuity, to make further minor changes if deemed necessary.

#### **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 places 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 (which is dealt with separately)
  - 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.
- 1.3 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.
- 1.4 In 2011, following an internal audit, which identified development areas, Management Team set up a group of officers from across the authority, and an Executive Director as the lead officer to review the Council's Policy and Strategy, as well as the wider Business Continuity Management arrangements.
- 1.5 Cabinet and Council adopted a revised and updated Policy Statement and Strategy document in 2011 and 2013.

## **2.0 Policy Statement and Strategy document update**

- 2.1 No major changes are planned to the current Policy Statement and Strategy documents. The Executive Director – Environment & Planning has taken over the lead for Business Continuity from the retiring Deputy Chief Executive. The Executive Director – Environment & Planning chairs and leads the Business Continuity Corporate Officer Group (BC COG).

The following summarises the work that has been carried out by the BC COG and agreed by Management Team:

- The Business Continuity Policy Statement & Strategy have been reviewed and updated
- The BC COG has met regularly and follows an agreed work plan
- The Invocation Process and Incident Checklist has been revised and updated
- Desktop Business Impact Assessment has been completed which reviewed of all business activity to confirm those which are the most critical to the authority
- A review of Council Critical Activities has been completed which include:
  - CIC – response to customer contacts

- Corporate Communications – including website
- CCTV responsive functions control room
- Emergency Planning – response to incidents
- Homelessness
- ICT – to support other teams
- Incident Management Team – Executive Directors and support
- Personnel – for staff contact details
- Electoral Services – if during a critical time
- Env Health – Food Safety / Health & Safety– if during an incident
- Env Health – Environmental Quality – if during an incident
- All Critical Activities has completed Bronze Business Continuity plans
- King’s Court Threat Cards have been updated
- Out of hours Contact Card details revised and updated in view of new Leisure Trust / Local Authority Company arrangements
- The membership of the Critical Incident Team (CIT) was reviewed. Geoff Hall has taken on the lead following the retirement of David Thomason. Mathew Henry and Neil Gromit have been co-opted on to the CIT
- Annual “Metis” training events have taken place

#### **4.0 Next Steps**

4.1 The BC COG have a work plan in place for the remainder of the financial year. Work to be undertaken includes:

- Reviewing live incidents after the event and ensuring the lessons learnt are implemented in future planning
- Finalising the Business Continuity emergency web portal
- Planning for and running training exercise Metis 15
- Review and update Business Continuity Management Policy and Strategy ready for adoption
- Updating King’s Court Threat Cards
- Reviewing Bronze Level Business Continuity plans in place
- Commissioning and testing alternative ICT server site

#### **5.0 Policy Implications**

5.1 This is an update to a policy adopted by Council in September 2013.

#### **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 is aimed at managing risk following the occurrence of an event / disruption. If these plans were not in place managing to maintain critical services during a disruption would be more difficult and could lead to failure which in turn would result in negative publicity and reputational issues.

## **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 Insight Business Continuity page