

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Audit Committee		
DATE:	27 November 2017		
TITLE:	Business Continuity – annual update		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Martin Chisholm, Business Manager		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The report outlines the current position of the Council's Business Continuity arrangements, summarises progress made since the last update and describes work that is planned to be undertaken over the coming months.
KEY ISSUES:
The Council has a responsibility as a Category 1 responder under the Civil Contingencies Act 2004 to develop and maintain plans to ensure that, as far as is reasonably practicable, key services can continue to be performed in the event of a disruption or emergency.
OPTIONS CONSIDERED:
Not applicable; the Council must have plans in place under the Civil Contingencies Act 2004.
RECOMMENDATIONS:
<p>The Audit Committee are asked to</p> <ol style="list-style-type: none"> 1. review progress made and endorse the approach being taken to the Council's Business Continuity arrangements and 2. confirm whether annual updates on the topic are required.
REASONS FOR RECOMMENDATIONS:
To ensure that Members are kept informed about the Council's Business Continuity arrangements.

REPORT DETAIL

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
 - 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 Business Continuity (BC) Management in the authority is based around a framework of documents as shown below.



- 1.3 The responsible officer for Business Continuity in this authority is the Executive Director, Environment and Planning. He is assisted by a small group of officers from across the authority – the Business Continuity Corporate Officer Group (BC COG). Implementing Business Continuity (BC) is the responsibility of the authority's Management Team. However, all members of staff have a responsibility to be aware of the plans that affect their service area and their role following invocation of any BC plan.

2.0 Current position

2.1 Critical Activities are those services that protect life and safety, or are considered essential to support such activity and were considered critical to restore and deliver in the event of a disruption or emergency. Those currently agreed in the Council are:

- CIC – response to customer contacts
- Corporate Communications – including website
- CCTV responsive functions control room
- Emergency Planning – response to recovery and 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

2.2 A risk assessment has been undertaken to identify the potential threats to the Critical Activities. A 'Threat Card' is in place for each of the threats to guide the Incident Management Team in their consideration of response. The currently agreed threats to the Critical Activities are listed below. The Threat Cards have been updated in December 2016:

- Loss of Staff
- Loss of ICT
- Loss of King's Court
- Fuel Shortage

2.3 The Council has a policy position agreed in 2017 by the Chief Executive under delegated powers and will be reviewed in 2019.

3.0 Progress since last report in October 2016

3.1 Activities undertaken by the BC COG since October 2016 are shown below:

- November 2016 – Recommendations from the Internal Audit report incorporated in to the BC work plan.
- November 2016 – Metis 16 table top exercise was undertaken
- December 2016 - Article in Internal Affairs reminding staff the importance of BC arrangements and how to access the BC Portal.
- March 2017 - MT agreed to accept the tender for a new generator for Kings Court which will be connected on 3 September 2017. The current generator will be transferred to the Depot.
- March 2017 – People and Places Task and Finish Group has been established to provide the Incident Management Team with comprehensive information to identify staff numbers, alternative sites and IT requirements in the event that Kings Court is unavailable.
- April 2017 – High level 'Business Impact Assessment' undertaken – this was a review of all business activity against a set of criteria to confirm in which order services should be recovered in the event of a disruption
- June 2017 – Out of Hours Contact Card details revised and circulated

- July 2017 – Annual review of critical activities and key threats
- July 2017 – All critical and non-critical Bronze Plans reviewed and published
- September 2017 – Peer review of critical Bronze Plans

4.0 Forward work plan

4.1 The BC COG have a work plan in place for the next 12 months. Our planning and exercise programme is based upon the agreed threats. Work to be undertaken includes:

- Reviewing live incidents after the event and ensuring the lessons learnt are implemented in future planning
- Planning for and running training exercise Metis 17
- Updating the Loss of King's Court Threat Card
- Reviewing Bronze Level Business Continuity plans

5.0 Conclusion

5.1 The Council's BC arrangements align to the principles of ISO22301 – which aims to minimise the impact of disruptive incidents. Business Continuity is not a static process; it is therefore important that, as the nature of the organisation changes, our BC arrangements reflect the changes.

6.0 Recommendation

6.1 The Audit Committee are asked to note progress made, endorse the approach being taken to the Council's BC arrangements and confirm that annual updates are required.

7.0 Corporate Priorities

Not applicable, statutory requirement

8.0 Policy Implications

None. Policy last reviewed in 2017, next update due 2019.

9.0 Financial Implications

None

10.0 Personnel Implications

None

11.0 Statutory Considerations

11.1 The Council is a Category 1 responder under the Civil Contingencies Act 2004 and therefore has a duty to develop and maintain plans of this nature.

12.0 Equality Opportunity Considerations

None

13.0 Risk Management Implications

13.1 Business Continuity arrangements are included on the Council's risk register.

14.0 Declarations of Interest / Dispensations Granted

None

Background Papers

Business Continuity Policy Statement and Strategy

Civil Contingencies Act 2004

ISO22301 Business Continuity Management Standard