

Bath & North East Somerset Council

DECISION MAKER:	Cllr Malcolm Hanney, Cabinet Member for Resources	
DECISION DATE:	On or after 12th March 2011	
TITLE:	Business Continuity Management Strategy	EXECUTIVE FORWARD PLAN REFERENCE: E 2204
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report: Appendix 1 – Business Continuity Management Strategy Appendix 2 – App A to Business Continuity Management Strategy Appendix 3 – App B to Business Continuity Management Strategy Appendix 4 – App C to Business Continuity Management Strategy Appendix 5 – App D to Business Continuity Management Strategy Appendix 6 – App E to Business Continuity Management Strategy		

1 THE ISSUE

1.1 This report presents the results of a review of the Council's Business Continuity Management and Disaster Recovery arrangements and replaces the existing Corporate Business Continuity and Emergency Plan.

2 RECOMMENDATION

The Cabinet member is asked to agree that:

2.1 The attached Business Continuity Management Strategy and its appendices are approved.

2.2 Delegated authority is given to the Divisional Director (Risk & Assurance) to amend the strategy as required in relation to any subsequent changes to best practice or legislation with regard to Emergency Planning and Business Continuity.

3 FINANCIAL IMPLICATIONS

3.1 Whilst there are no direct financial implications from the Plan itself there are a large number of indirect impacts with regard to Business Continuity Plans within individual service areas as well as corporate disaster recovery arrangements. Resources for all these areas are however contained within existing budgets.

4 CORPORATE PRIORITIES

4.1 This strategy directly contributes to the obligations set out in the Civil Contingencies Act which include raising awareness in the Community of the importance of Business Continuity and assisting Business with advice and guidance. Specifically it contributes to the Corporate Priority -

- Building communities where people feel safe and secure

5 THE REPORT

5.1 In 2007 a council wide project to improve our Business Continuity arrangements commenced. The purpose of this was to help the Council be able to prepare, plan and respond more effectively to interruptions to the delivery of critical services within the community.

5.2 In doing so, this would have secondary impacts in helping the Council prioritise its resources on business critical activities and also further develop our Disaster Recovery arrangements.

5.3 Subsequently in June 2008 Cabinet agreed a Corporate Business Continuity & Emergency Response Plan. Since this time amendments and updates have been made with regard best practice and legislation, notably the Civil Contingencies Act and Flood Water Management Act. In addition new Disaster Recovery arrangements have been developed and now implemented to create a more resilient IT network with the assistance of our IT partner Mouchel.

5.4 All of these updates and developments were combined into a periodic review during 2010 along with the results of our latest assessment of business critical functions, their plans and exercises. The outcome of this review is that the existing Corporate Business Continuity & Emergency Response Plan will now be replaced with a Business Continuity Management Strategy and its associated Major Incident Plan – See Decision ref E2205.

5.5 The use of a single planning framework through the Major Incident Plan allows us to use a generic approach to incidents and concentrate resources on actions and recovery and ensure training is much more effective.

5.6 This has then enabled us to prioritise our resources in relation to Business Continuity around a vision and 5 key objectives as follows.

5.7 Vision - To provide a robust Business Continuity Management Framework that enables the Council to work with its partners in continuing to deliver critical services in the event of disruption

Objectives –

- a) Provision and implementation of a comprehensive Business Continuity Framework for all services and key partners
- b) Strengthen the co-ordination of Business Continuity Planning and prioritisation of resources in respect of our critical infrastructure – Property, IT, Staff & Transport
- c) Identification and evaluation of key business continuity risks associated with service delivery whether in-house or through key partnerships
- d) Provision of guidance, support and training focussed on the resilience of key partners and critical services
- e) Partnership working with all agencies to improve awareness and understanding of Business Continuity Management in the community

5.8 The Strategy has an action plan to implement the objectives along with the latest assessment of critical functions in relation to Business Continuity and therefore is a live document and so will be monitored and updated on a regular basis.

6 RISK MANAGEMENT

6.1 The report author has carried out a proportionate risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

7.1 The report author has carried out a proportionate equalities impact assessment related to the issue and recommendations, in compliance with corporate guidelines.

8 RATIONALE

8.1 Implementing a sound Business Continuity Plan enables resources to be prioritised in the time of a crisis and indirectly contributes to improving service planning on an ongoing basis. This contributes to creating a more resilient community and indirectly to the outcomes of the Community Strategy and Corporate Improvement Priorities.

9 OTHER OPTIONS CONSIDERED

9.1 No other options considered as this was a periodic review to update strategy and policy to latest best practice.

10 CONSULTATION

10.1 Strategic and Divisional Directors and senior management teams during the review process.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 Customer Focus; Human Resources; Property; Equality; Human Rights; Corporate; Health & Safety; Impact on Staff

12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Council Solicitor) and Section 151 Officer (Strategic Director - Support Services) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Jeff Wring (01225 477323)
Background papers	None
Please contact the report author if you need to access this report in an alternative format	