



AUDIT COMMITTEE – 9TH MARCH 2016

SUBJECT: BUSINESS CONTINUITY MANAGEMENT

REPORT BY: CORPORATE DIRECTOR, SOCIAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To update the Committee on business continuity management arrangements within the Council.

2. SUMMARY

- 2.1 This report provides an update on the business continuity management arrangements implemented across the Council. A three stage process has been implemented incorporating Business Impact Analysis of services, followed by a Risk Assessment and Action Plan where appropriate. A Corporate Business Continuity Management Plan has been developed to address the corporate priorities and arrangements in relation to accommodation and ICT in the event of a business disruption.

3. LINKS TO STRATEGY

- 3.1 Business Continuity Management is a process which supports the delivery of all services and strategies across the organisation.

4. THE REPORT

- 4.1 The Civil Contingencies Act 2004 requires Local Authorities to put business continuity management arrangements in place. This Committee has received a number of updates on the business continuity management arrangements being implemented across the Council including planning in schools and IT disaster recovery arrangements.
- 4.2 The business continuity management process requires services to undertake a Business Impact Analysis in the first instance. This involves the identification of critical services and functions and an assessment of the impacts on the Council if these were disrupted or lost. It includes consideration of the length of time over which a disruption could be managed and the resources required.
- 4.3 In accordance with our Business Continuity Management Strategy our approach involves:
- implementing appropriate measures to reduce the likelihood of incidents occurring and/or reduce the potential effects of those incidents
 - taking account of mitigation measures in place
 - providing continuity for critical services during and following an incident
 - taking account of services that have not been identified as critical.

Services have identified actions to mitigate loss, and to support effectiveness in maintaining the Council's ability to deliver critical service functions. Service managers are responsible for ongoing review and maintenance of business continuity arrangements and the Annual Governance Statement review provides a process for seeking assurance that this is in place.

- 4.4 In analysing services the impact of disruption has been considered in relation to staff, accommodation, specialist equipment, and IT. In the main service managers are able to identify and implement actions to mitigate risks to critical services. Where services have identified a need in relation to accommodation and IT availability an organisation wide view is required and a task and finish group was established in order to assess the requirements. The Corporate Business Continuity Management Plan at Appendix 1 sets out organisational arrangements for the prioritisation of accommodation and IT resources in the event of a business disruption.
- 4.5 Each service has its own business continuity management arrangements. Throughout the business continuity analysis process, it became evident that two of the key risks to continued service delivery were the loss of, or disruption to Information Technology and Council Premises. The Corporate Business Continuity Management Plan has been developed for both these areas and provides structure for maintaining and/or restoring existing services and for providing alternative facilities to support the continuity of service delivery.

5. EQUALITIES IMPLICATIONS

- 5.1 There are no potential equalities implications of this report and its recommendations on groups or individuals who fall under the categories identified in Section 6 of the Council's Strategic Equality Plan, however having sound business continuity management arrangements in place in the event of any disruption ensures that the most vulnerable in society are not without the services they need at such a time.

6. FINANCIAL IMPLICATIONS

- 6.1 Business Continuity Planning will be undertaken within existing resources and therefore there are no financial implications arising directly from this report. The resourcing of measures to mitigate the likelihood or impact of a business disruption will need to be considered on a case by case basis as appropriate.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications arising directly from this report.

8. CONSULTATIONS

- 8.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

9. RECOMMENDATIONS

- 9.1 That the Committee notes the Corporate Business Continuity Management Plan.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To advise the Committee in relation to Business Continuity Management within the Council.

11. STATUTORY POWER

11.1 Civil Contingencies Act 2004

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Background Papers:
Audit Committee Reports of 5th March 2014, 10th September 2014 & 11th March 2015 entitled "Business Continuity Management", and of 10th December 2014 entitled "ICT Disaster Recovery Arrangements".

Appendices:
Appendix 1 - Corporate Business Continuity Management Plan