



AUDIT COMMITTEE - 10TH SEPTEMBER 2014

SUBJECT: BUSINESS CONTINUITY MANAGEMENT

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

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

2. SUMMARY

- 2.1 At its meeting of 5th March 2014 this Committee considered the business continuity management arrangements being implemented across the Council. This report provides an update on that three stage process. Business Impact Analysis has been completed across the whole organisation. Risk Assessments have and are being undertaken, but due to the volume there has been some slippage against the anticipated timetable. At the March meeting Members asked for details of business continuity planning in schools and an update on this is provided.

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. It had been identified previously in the Annual Governance Statement that Business Continuity exists in most front line service areas and IT but that there was no consistent approach and this had therefore been identified as an area for improvement. At its meeting of 5th March 2014 this Committee received an update on the business continuity management arrangements being implemented across the Council, following a pilot, and agreed the attached Action Plan.
- 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. A risk assessment is then conducted to identify the potential threats to these critical services.
- 4.3 In accordance with our Business Continuity Management Strategy services will identify actions to mitigate loss, and to support effectiveness in maintaining the council's ability to deliver critical service functions. This 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.

- 4.4 The above Business Continuity Management process began in the Environment Directorate and is now being implemented across all Directorates. Business Impact Analysis phase has been completed across all critical services across the Council and a schedule of these is included at Appendix 2. Risk assessments have now been undertaken for most areas, but with some slippage against the agreed timetable. This is attributed to the volume and detail of services that managers are reviewing. With 105 risk assessments completed for the Environment Directorate alone (See Appendix 3) there is insufficient capacity within the Emergency Management Team to support managers through the subsequent action planning process in accordance with the existing action plan timetable. It is anticipated that an additional 3 months will be required to complete this initial implementation of Business Continuity Planning across the whole organisation.
- 4.5 When Business Continuity was considered by Audit Committee in March 2014 members highlighted the situation at Cwmcarn High School and asked that any lessons learned for business continuity planning would be included in this next update Report for Audit Committee. Since the closure of Cwmcarn High School, Education Directorate have reviewed their Emergency Planning and Education Continuity Arrangements and via the Health and Safety Division have undertaken a programme of developing Emergency Response Plans for each school in the County.
- 4.6 Each School Emergency Response plan is made up of three parts:-
- Part 1** of the Plan consists of an introduction and 10 forms which require input from the school to complete. The information contained in the completed plans will assist in facilitating the continued provision of services in the event of an incident/emergency situation which may affect the school and aid with the recovery process.
- Part 2** of the Plan provides detailed guidance; including action checklists on the schools emergency response arrangements, with the aim of mitigating the effects of an emergency on the school, its staff and pupils.
- Part 3** of the Plan gives specific guidance on the wide range of incidents which may affect a school, focusing on both people and property. This Part contains guidance on dealing with the media and includes detailed plans of the school premises.
- 4.7 The programme commenced in November 2013 and was rolled out with the co-operation of two primary schools and one secondary school who piloted completion of the plans, following this completed sample was provided as a guide to all other schools. All plans were due to be finalised by the end of the summer term 2014, however due to the work involved for each school this has been extended to the end of 2014 calendar year. Health and Safety Officers are supporting schools in the completion of their plans.
- 4.8. Once completed each school plan provides a blue print of the facilities the school requires in order to continue education in the event of an emergency, this information will assist the Council's Schools Emergency Response Team in establishing temporary accommodation on site or relocation to another premises, while maintaining key services. Fortunately most emergencies can be dealt with at a school level and the plans will assist School staff and Officers of the Authority in dealing with an incident.
- 4.9 Once completed Plans are published, a hard copy is sent to each school and a completed version uploaded to the RAMIS Information Management System for easy access by officers. Each school Plan is scheduled to be reviewed every two years from the date of publication.

- 4.10 With regards to the specific emergency which affected Cwmcarn High School, Committee Members are advised that following detailed surveys of all other schools undertaken by the Health and Safety Division, no other school in the County is affected by asbestos in the same way as Cwmcarn High School was affected. However to further reduce the risk from asbestos in Caerphilly schools on the 2nd July Cabinet agreed to an £800K project which will see amosite asbestos products removed from occupied areas of school buildings in 37 schools across the county borough.
- 4.11 Once completed the programme of works will see 95% of Caerphilly County Borough Schools free from amosite asbestos products within occupied areas of the school building. 5% of schools affected will have remaining amosite asbestos materials over boarded and sealed. This will reduce the risk from asbestos in our schools, reduce maintenance costs and will assist with Education continuity.

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 The report has been sent to the consultees listed below and there are no consultation responses that have not been reflected within the report.

9. RECOMMENDATIONS

- 9.1 That the Committee note the progress that has been made to date in relation to Business Continuity Management.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To advise the Committee in relation to Business Continuity Management within the Council and to seek agreement for the proposed way forward.

11. STATUTORY POWER

- 11.1 Civil Contingencies Act 2004

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Background Papers: Audit Committee Report of 5th March 2014 entitled "Business Continuity Management"

Appendices:
Appendix 1 of 3 Business Continuity Action Plan
Appendix 2 of 3 Summary of Business Impact Analysis
Appendix 3 of 3 Summary of Risk Assessments