

TEWKESBURY BOROUGH COUNCIL

Report to:	Audit Committee
Date of Meeting:	26 June 2013
Subject:	Corporate Business Continuity Plan
Report of:	George Hill, Director of Resources
Director:	George Hill, Director of Resources
Lead Member:	Councillor Mrs J M Perez
Number of Appendices:	Two

Executive Summary:

The Council's Corporate Business Continuity Plan is a key document which formalises and facilitates the recovery process following a disruption that seriously impedes the Council's ability to maintain its normal services. The current Corporate Business Continuity Plan was approved at Executive Committee on 9 September 2009. A review of this Plan was undertaken in May 2013 and this report invites Members of the Audit Committee to comment on the updated Corporate Business Continuity Plan and action plan prior to approval at Executive Committee.

Recommendation:

To CONSIDER the Corporate Business Continuity Plan and associated action plan and to RECOMMEND TO THE EXECUTIVE COMMITTEE that the Plan be APPROVED.

Reasons for Recommendation:

The Civil Contingencies Act 2004 places a statutory duty on local authorities to ensure that they are prepared, as far as reasonably practical, to continue to provide critical functions in the event of an emergency or disruption. In order to demonstrate a duty of care to our customers and an adequate level of preparedness, it is important for the Council to have a clear Business Continuity Plan in place which will increase its recovery capabilities in an emergency.

Resource Implications:

None arising directly from this report.

Legal Implications:

The Civil Contingencies Act 2004 requires local authorities to maintain Business Continuity Plans.

Risk Management Implications:

Delivery of the revised Corporate Business Continuity Plan will reduce the risk of Council services being unduly affected should there be a major incident and assist in the mitigation of the following risks:

- Financial, legal and regulatory penalties through failure to provide statutory services.
- Loss of income.
- Reputational damage.

Performance Management Follow-up:

An annual review and testing of the Corporate Business Continuity Plan will be undertaken by the Business Continuity Group. As a result of testing, any changes to the Plan will be agreed with the Chief Executive.

Environmental Implications:

None arising directly from this report.

1.0 INTRODUCTION/BACKGROUND

1.1 The Corporate Business Continuity Plan aims to build organisational resilience to ensure that the Council is able to provide critical services during an emergency that causes disruption to usual working conditions. Regular review and testing of the Plan will help the Council to prepare for potential disasters/ emergencies and minimise disruption if an incident were to occur.

2.0 BUSINESS CONTINUITY

2.1 The current Corporate Business Continuity Plan was produced in 2009; a review had therefore been undertaken in order to ensure that:

- the Plan remains relevant to current service delivery;
- key service continuity risks have been identified;
- corporate contact details are correct and up to date; and
- key contacts for office tenants, outside services and organisations have been identified.

2.2 Amendments and/or additions made to the Plan are highlighted at Appendix 1. (Note that personal contact details are not included within the published document, however, these are available to the Business Continuity Team and will require updating following implementation of the Organisational Review).

2.3 In order to further strengthen the Council's business continuity arrangements, an action plan has been developed and is set out at Appendix 2. There are many kinds of event that can potentially disrupt services and completion of the action plan will ensure that our arrangements are effective and co-ordinated, concentrating our attention on our most vital services and the resources on which they depend. A key action within the action plan is the development of a service priority list which will identify critical services and appropriate recovery timescales, should a major disruption occur.

2.4 It is important to note that emergency response planning is separate from business continuity planning, although there are commonalities. The Council's Emergency Response Guide assists the authority with preparations to respond to major incidents, such as flooding, that may affect the community.

3.0 OTHER OPTIONS CONSIDERED

3.1 None.

4.0 CONSULTATION

4.1 None.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 Tewkesbury Borough Emergency Response Guide.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 Civil Contingencies Act 2004.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 Set out in Corporate and Service Business Continuity Plans.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

8.1 None.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 None.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 None.

Background Papers: None.

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Appendices: Appendix 1 – Corporate Business Continuity Plan
Appendix 2 – Business Continuity Action Plan