

Report to: **Executive Committee**  
Date: **7<sup>th</sup> February 2019**  
Title: **Business Continuity Management Strategy and Work Programme**  
Portfolio Area: Strategy and Commissioning

Wards Affected: **All**

Relevant Scrutiny Committee:

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: **Council 21<sup>st</sup> February 2019**

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**Recommendations:**

1. That Committee consider the Business Continuity Management Strategy, and proposed work programme.
2. That the Executive recommends to Full Council that the Management Strategy and work programme be adopted by the Council.

**1. Executive summary**

- 1.1 Business continuity is a fundamental element of Council's risk management strategy.
- 1.2 The Council is under a legal duty through the Civil Contingencies Act 2004 to have a suitable and sufficient Business Continuity Strategy to ensure that at times of an emergency the Council can continue to support the emergency services.
- 1.3 Since the Councils went through the T18 transformation programme, starting in 2015, there has been interim arrangements in place for Business Continuity. This interim strategy was tested on

a number of occasions and any lessons learned have been incorporated into the new proposed strategy.

## **2. Background**

- 2.1 In 2015 the Council went through a fundamental change in service delivery. As part of the restructure the Business Continuity arrangements were assigned to the Environmental Health. This in turn meant that the previous Business Continuity Plan for the Council was no longer valid.
- 2.2 As an interim arrangement a generic plan was produced which detailed the command and control structures envisaged if an incident arose. It has been recognised that further work was needed in this area, via internal audit reports.
- 2.3 The severe weather in March 2018 highlighted the need for a robust crisis command structure, and during this period the interim plan was activated, and the crisis command structure met to ensure continued service delivery where possible. But it was not felt that the interim plan represented long term good practice.
- 2.4 Training of the Senior Leadership Team (SLT) and members from the Extended Leadership Team (ELT) in Business Continuity was completed in November 2018.

## **3. Outcomes/outputs**

- 3.1 Following the training of SLT and ELT it was agreed that the revised Business Continuity Strategy should include the Business Continuity Policy statement, identified the responsibilities of individuals to Business Continuity, a work programme for delivering Business Continuity plans for the various services, and a command and control structure for dealing with incidents.

## **4. Options available and consideration of risk**

- 4.1 The proposed Business Continuity Management Strategy ensures that we have an appropriate system in place to identify risks to service delivery, and a mechanism for addressing those risks.
- 4.2 The policy proposed will help to ensure compliance with our statutory duties under the Civil Contingencies Act 2003.

## **5. Proposed Way Forward**

- 5.1 It is proposed that the Executive recommend to Full Council that the proposed Business Continuity Management Strategy is adopted including the draft work programme.

## **6. Implications**

Implications	Relevant to	Details and proposed measures to address
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	proposals Y/N	
Legal/Governance	Y	As Category 1 responder as defined by the Civil Contingencies Act 2003, the Council is under a legal duty to ensure that it has a suitable and sufficient Business Continuity Plan. The Council must have arrangements in place to ensure that we can support the response to a major incident in the event of a critical incident.
Financial	N	There is no additional cost to having a business continuity strategy.
Risk	Y	The Council's internal audit team noted that the failure to have an up to date Business Continuity Strategy was a fundamental weakness and the interim arrangements were not good practice long term. The proposed Business Continuity Management Strategy and work programme should overcome these identified flaws.
Comprehensive Impact Assessment Implications		
Equality and Diversity		None foreseen.
Safeguarding		None foreseen
Community Safety, Crime and Disorder		None foreseen
Health, Safety and Wellbeing		There are a number of links between Business Continuity and Health and Safety. These measures should help further safeguard the safety of our staff.
Other implications		None foreseen

### **Supporting Information**

#### **Appendices:**

South Hams and West Devon Business Continuity Management Strategy

#### **Background Papers:**

### **Approval and clearance of report**

<b>Process checklist</b>	<b>Completed</b>
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Portfolio Holder briefed	<b>Yes/No</b>
SLT Rep briefed	<b>Yes/No</b>
Relevant Exec Director sign off (draft)	<b>Yes/No</b>
Data protection issues considered	<b>Yes/No</b>
If exempt information, public (part 1) report also drafted. (Cabinet/Scrutiny)	<b>Yes/No</b>