Business Continuity Policy

1. Document Maintenance

1.1 Document Version

Amendment	Date / or version	By whom
New BC policy first developed, SLT consultation period	Nov 18 v1.0	GI
Amendments post consultation	Jan 19 v1.1	GI
Mike Hill amendments incorporated & Covid IMT response and recovery consultation	May 20 v1.2	GI
Helen Barrington amendments incorporated	May 20 v1.3	GI
Final draft amendments	June 20 v1.4	GI
SLT feedback, incorporated. Corporate risk register matrix included	June 20 V1.5	GI
CEO title amended (interim removed)	Oct 20 V1.6	GI

1.2 Maintained by

The Health, Safety and Emergency Planning Officer.

1.3 Distribution list

Internal: Council circulation: Director and Lead officer for Emergency Planning and Business Continuity at this time the Health, Safety and Emergency Planning Officer; Senior Leadership Team (SLT); Service Managers and senior managers.

External: Resilience Direct document store (LRF members with permission of the Lead officer for Emergency Planning and Business Continuity to view council pages).

1.4 Classification

The policy document is classified as OFFICIAL

The Business Continuity Plan and operational documents are classified OFFICIAL SENSITIVE

OFFICIAL SENSITIVE classification

Access to **sensitive** information must **ONLY** be granted on the basis of a genuine, 'need to know' and an appropriate personnel security control.

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1.5 Important information warning

The data contained in this guidance is covered by the security classification and strict GDPR legislation. Failure to comply with the classification and warning could result in serious consequences for the Council and or other parties. Ultimately, this may result in disciplinary action being taken against officer(s).

DOCUMENT INFORMATION

GPMS Marking	Restricted / OFFICIAL SENSITIVE
Reason for GPMS higher than Not Protectively Marked	Document contains restricted & sensitive information. Public access to this information could potentially jeopardise security and planning measures, as well as increase the risk to the Council's reputation and recovery time.
Disclosable under the Freedom of Information Act 2002	BC Policy overview and content pages 1-6 (Yes); Business Impact Assessments (BIA), BC action plans and other BC operational documents – No
Full EIA or Screening Document	Considered. May 2020
Date of assessment	16.5.20

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Foreword

This Business Continuity Policy supports the Civil Contingencies Act 2004 and the Council's Corporate vision: Serving people; Improving lives.

The importance of Council legal duties and service provisions both statutory and discretionary make it essential to plan in advance how we intend to respond to and recover from events that have the potential to prevent us from 'business as usual' activities.

It is important to have a broad overview of perceived risk and look at all critical aspects of the services we provide. It would be easy to concentrate on what may be perceived to be a major crisis such as terrorism, flooding, fire, pandemic influenza or a fuel shortage, but we also have a duty to look ahead to less newsworthy but predictable problems, such as severe weather or cyber-attacks. We must be able to continue providing core services even when things go wrong.

Risk assessments have been carried out nationally, regionally and locally to measure the likelihood and impact of external hazards and threats. As a category 1 responder the Council has legal duties to plan for and prepare our services for these risks.

The Business Continuity Policy provides a strategic framework around which we can work to enable our most important services to be restored as quickly as possible in the event of a disruption. In this way the confidence of local people and organisations we serve, deliver services for or provide a premise for, will be retained in the face of any problems that may arise.

It is important that this process, as well as risk management, is integrated into the core activities of the Council. We will plan for business continuity interruptions and take action to address observations. We will through a programme of training and exercises test the Business Continuity Plans.

Business continuity planning is not only a statutory duty, it is also good business sense and a practice that the Council has a duty to promote among the business and voluntary sectors in the wider Borough.

Mike Hill   John Clarke

Chief Executive   Leader of Council

Policy

1.1 Overview

Gedling Borough Council (the Council) is committed to having in place robust and effective business continuity management processes as a key mechanism to restore and deliver continuity of key services in the event of a disruption or emergency.

The Civil Contingencies Act 2004 places a statutory duty on the Council to ensure that it can:
- Respond to an emergency
- Continue to support emergency response partners
- Continue to provide critical services to the public

Business Continuity Plans (BCP) provides the operational structure of the Council with a standard framework for responding to serious disruption, and can be summarised as follows:

- To have an operational document that sets out priorities, management structures and communications mechanisms to ensure an appropriate response to any disruption.

- The BCP addresses the full range of the Council's service functions focussing on functions critical to the Council, coordinating with our partners based on the Civic Campus and Jubilee Depots. Where appropriate, it considers the interdependencies of different organisations, mutual aid and partnership arrangements. As well as other contractual obligations ranging from commercial contracts to landlord duties amongst others.

1.2 Aim and objectives

The aim of the BCP is:

- To anticipate risks, mitigate them where possible and to have flexible and tested plans in place to minimise disruption when unplanned events significantly disrupt normal business.

The objectives are:

- To ensure the Council can continue to exercise its functions and contractual obligations in the event of an emergency.
- To identify the potential areas of vulnerability in Council services.
- To determine overall priorities for recovery of functions if disruption takes place.
- To build on good work already in place for risk management, ensuring all existing and developing plans are integrated into the overall framework.

- To ensure all Council service areas are involved in the preparation of plans, so that there is an effective and consistent response to service continuity.
- To undertake training and awareness programmes for staff, elected members, suppliers and partners as appropriate and carry out regular tests of BCP to validate the arrangements.

1.3 Methods and standards

The Council's business continuity management arrangements will meet legislation and good practice mandatory requirements.

The Council will have in place BCP each service area.

The Council will build BCP through the use of Business Impact Assessment (BIA) templates and BIA guidance. These will form service area and departmental BCP. From the BIA will form action plans to further build resilience arrangements and where necessary will be logged on the Corporate risk register.

1.4 Roles and Responsibilities

The business continuity management roles and responsibilities are designed to ensure that the Policy and service area BCP remain living documents.

Leader / Executive

- Approve the council's Business Continuity Strategy and Policy Statement every three years.

Audit and Risk Committee

- Monitor risks associated with and effectiveness of Business Continuity Management (BCM) arrangements.

Chief Executive

- Be a positive champion pf the BC Policy across the Council and ultimately responsible for the Council's overall BCP arrangements.
- During an incident, lead the Council's 'Strategic' (Gold) Incident response;

Directors

- Ensure the BC policy is complied with and resourced appropriately;
- During an incident, co-ordinate the council's BCM incident response(s), supporting the CE as 'Strategic' lead;
- Participate as required in management teams to support Business Continuity Planning;
- Ensure appropriate levels of staff sit on the 'Strategic' (Gold) 'Tactical' (Silver), Operational (Bronze) and Recovery teams;

- Ensure each of their Service Areas has an effective and current BCP in place which is reviewed each year;
- Embed BCM culture into the ethos of operational management.

HSEPO

- Overall responsibility for co-ordinating the BCM programme;
- Following an incident, facilitate the 'lessons learned' session(s);
- Produce the Corporate BCM framework and strategy;
- Make available best practice tools (e.g. templates);
- Identify training needs and support delivery;
- Support and advise service areas;
- Support the facilitation of testing and exercising of the Council's BCPs when requested by Directors/their teams;
- Quality control – review BCM arrangements for services;
- Lead on the council's statutory duty to promote BCM in the community.

Service Managers

- Lead Business Continuity arrangements within their service area;
- Ensure the BCP for their service area remains current;
- Attend training commensurate with their role;
- Identify staff from their teams that have a role to play in any recovery for suitable training;
- Prepare a BIA recovery plan covering all service delivery functions (priority for critical functions), update at least annually; and,
- Implement the agreed arrangements in the event of a disruption.

All Staff

- Familiarisation with business continuity arrangements within their area;
- Attend training commensurate with their role;
- Engage with testing and exercising;
- Respond positively during a crisis situation.

1.5 Governance

This Policy will be reviewed regularly, not exceeding three year cycles. The Community Risk Register (see Nottinghamshire Police website for latest version) will also be reviewed to ensure business continuity reflects the current assessment of likelihood of potential adverse events within the community.

BC plans will be reviewed six monthly to ensure that information on directorate functions and contacts information are kept up to date.

The Policy will be reviewed when there are significant structural re-organisations within the Council, or if new duties or responsibilities are taken on. However, it is the responsibility of SLT, Service Managers and Senior Managers to notify the Health, Safety and Emergency Planning Officer of any significant changes that occur between these updates.

Periodically and in line with the Council's auditing policy, the overall Business Continuity Plan may be audited by either internal audit team or the external auditors appointed by the Council.

1.6 Training and exercises

Training takes place regularly for those officers likely to be called on to lead or be part of an emergency response for a business continuity incident.
Lessons learnt from training and exercises are used to determine any amendments or inclusions required when the Policy or Plan are updated.