

Business Continuity

Risk Management Steering Group, item 7

Committee: Risk Management Steering Group
Date: 29th September 2006
Title: UDC Business Continuity
Author: Jason Dear, Emergency Planning Officer

Agenda item

7

Item for
information

Summary

Business Continuity (BC) is a statutory obligation under the Civil Contingencies Act (CCA) 2004 whereby all Local Authorities as a Category One Responder must produce Business Continuity Plans (BCP).

Recommendations

The Emergency Planning Department to implement pre-planned Business Continuity Structures.

The Emergency Planning Department will disseminate Business Continuity templates to Executive Departments/Service Heads for completion.

The Emergency Planning Department will promote business continuity to local business. This involves the production of a standard template of advice for businesses affected by an emergency.

Background Papers

Part Five Departmental Recovery Plan Template (July 2006)

HM Government, Emergency Preparedness, Guidance on Part 1 of the Civil Contingencies Act 2004 its Associated Regulations and non-statutory Arrangements.

Impact

Communication/Consultation	Dissemination of the Business Continuity Templates
Community Safety	To provide BC advice to the community as stipulated under the CCA
Equalities	Those who are working outside the Council premises/district who are part of a critical service may have little influence over BC.

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Finance	Additional funding is required to implement mitigating measures as ascertained from the BIA
Legal implications	All category one responders (blue light services and local authorities) are required under the CCA to implement a BCP.
Ward-specific impacts	N/A
Workforce/Workplace	Staff may need to undertake key-specific training. The BCP's are to be tested using internal resources as necessary

Situation

The Business Continuity templates are almost finished and will be disseminated to EMT upon approval. A standard template of advice for local businesses has been developed with the Essex Business Continuity Working Group. UDC is currently producing BC booklets to be disseminated to local businesses.

Risk Analysis

Impact of not having BC	Mitigating actions
Statutory repercussions to the Council	The Steering group is required to implement and steer Business Continuity within the Council
Plans are invalidated	Training and testing of the plans is initiated