

Business Continuity

Risk Management Steering Group, item 7

Committee:	Risk Management Steering Group	Agenda Item
Date:	25 September 2007	7
Title:	UDC Business Continuity	
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Summary

During a human flu pandemic there would be huge business continuity implications. The Human Resources and Emergency Planning Department have therefore worked together to produce an emergency staff leaflet to be used during an emergency where large amounts of staff are away from work on sick leave i.e. pandemic flu.

The leaflet has two purposes; the first, is to provide employees with two telephone hotlines, one is for general information and the second is for sickness reporting. The second part of the leaflet is a self certification sickness leave form.

During a human pandemic flu, GP surgeries will be inundated with patients and they would therefore not have the time or resources to sign sick leave certificates. With this in mind, the leaflet will allow employees to self-certify their sick leave without requiring a certificate from the doctor.

The Human Resources Department have approached the National Employers Association (Local Government) and Bedford Borough Council Payroll Department to seek clarification on the use of a self certification sick leave system. It has now been confirmed that we can use a self certification system during an emergency or pandemic flu.

Recommendations

A member of the Emergency Response Team (ERT) or Crisis Management Team (CMT) would be required to manage the staff sickness reporting hotline during an emergency.

Background Papers

- Email: Kelvin Scorer (6 September 2007) "Arrangements in the Event of Pandemic Flu"
- Staff Pandemic Flu Leaflet (September 2007)
- Staff Hotline Operating Procedures (September 2007)

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Impact

Communication/Consultation	There would be communication problems with employees who cannot attend work
Community Safety	There may be implications for the community and its safety if the Council fails to manage its business risks.
Equalities	There may be inequalities if the Council fails to manage its significant business risks.
Finance	There may be financial implications if the Council fails to manage its significant business risks.
Human Rights	Human Rights may be infringed if the Council fails to manage its significant business risks.
Legal implications	Litigation may result if the Council fails to manage its significant business risks.
Sustainability	There may be sustainability implications if the Council fails to manage its significant business risks.
Ward-specific impacts	All wards may be affected if the Council fails to manage its significant business risks.
Workforce/Workplace	The Councils workforce may be affected if the Council fails to manage its significant business risks.

Situation

The staff sickness advice leaflet has been completed and will be presented before the SMB for approval. Once approved, the leaflet will remain in electronic format until such time that it is required.

The Employee Hotlines contained within the leaflet have also been implemented and is accompanied with an operating procedure. Both of which have been written into the Business Continuity Plan.

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Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The Council fails to manage its significant business risks resulting in criticism and declining performance	2 = Some likelihood	3 = Significant impact – action required	Business Continuity Plan Risk Management Steering Group Staff Pandemic Flu Leaflet (September 2007)