

**Committee:** Risk Management Steering Group  
**Date:** 04 December 2007  
**Title:** Business Continuity Review  
**Author:** Jason Dear (District Emergency Planning Officer)

**Agenda Item**

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Item for  
information

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### Summary

In respect of the key lines of enquiry of the audit commission, UDC is required to conduct a full review of the Business Continuity Plan.

### Recommendations

The Committee notes this report.

### Background Papers

J, Dear (Nov 2007) ANNUAL REVIEW OF THE BUSINESS CONTINUITY PLAN 07/08

### Impact

Communication/Consultation	N/A
Community Safety	There may be implications for the community and its safety if the Council fails to manage its Business Continuity Plan.
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	N/A
Legal implications	Litigation may result if the Council fails to implement business continuity.
Sustainability	N/A
Ward-specific impacts	N/A
Workforce/Workplace	The Councils workforce may be affected if the Council fails to implement its Business Continuity Plans.

**Situation**

The Corporate Business Continuity Plan will undergo a full review in four stages. Stage one is a review by the Emergency Planning Officer. Stage Two, is a review by the Assistant Chief Executive. Stage Three, is a review by the Emergency Planning Working Group. At Stage Five, the Risk Management Steering Group will agree the review before the plan is sent to SMB for signing off.

**Risk Analysis**

Risk	Likelihood	Impact	Mitigating actions
The Council fails to review its Business Continuity Plans	2 = Some likelihood	3 = Significant impact – action required	Business Continuity Plan Risk Management Steering Group  BCP review process is accepted and implemented