

Business Continuity at Uttlesford District Council

Report to Risk Management Steering Group meeting being held on 13th July 2009

I apologise for the fact that unfortunately I am unable to attend this evening's meeting due to pre-planned annual leave. However, I hope that my report will provide the Steering Group with the information that they need. If there are any questions that remain unanswered please e-mail them to me and I will provide you with answers as soon as I can.

Current Position – UDC Internal BCP

On 5th June 2009 Sheila Bronson circulated an e-mail that I drafted for her, to all Directors and Heads of Division reminding them of the expectation, laid down by the RMSG meeting on 6th April 2009 that all business continuity plans would be submitted by 13th July 2009. However, as it was apparent that a number of people were going to miss this target date it was further specified that **all plans would be submitted by no later than 31st August 2009.**

Subsequent to this e-mail I have been approached by a number of departments asking me to attend their team meetings and/or management team meetings to discuss any areas of difficulty with the plans and to advise on how the plans can be progressed.

The table below gives an indication of which plans I understand have been completed as far as I am aware, and which of these I have seen at the time of writing. I must stress, however, that I have not seen all of the plans and it has been extremely difficult in some cases to obtain details of who is taking responsibility for writing the plans in some departments.

| <i>Department</i> | <i>Plan completed?</i> | <i>Seen by SD?</i> |
|--------------------------|-------------------------------|---------------------------|
| Enforcement | Yes | No |
| Legal | Yes | No |
| Licensing | Yes | No |
| Emergency Planning | Yes | Yes |
| Environmental Health | Yes | Yes |
| HR & Finance | Yes – draft form | Yes |
| I.T. | Yes | Yes |
| Planning & Development | Yes – draft form | No |
| Museum | Yes | Yes |
| Street Services | No – partial draft | Yes |

You will see from this table that disappointingly, there are some key services missing. It may be that they are engaged in writing their plans, but have not told Lisa Lipscombe or me or sought any assistance from us. I will be chasing up as many of these departments as possible and encouraging them to complete their plans on target.

The Way Forward

I will continue over the coming weeks to offer further assistance and advice to departments engaged in writing their plans, and have sent out e-mails reminding them of this.

Lisa and I have submitted a proposal to SMB to hold a small BC exercise prior to the implementation of any of the plans. The intention will be to clearly demonstrate to staff and managers how easily their working day can be disrupted and the importance of having a plan in place to minimise the impact of such disruptions.

On 18th June 2009 I was able to attend the Regional Business Continuity Working Group meeting and listen to a very informative presentation by the Chief Executive of Melton Borough Council in Leicestershire, which suffered a major fire to their office premises on 30th May 2008. There were a number of interesting parallels between Melton B.C. and this Council, but the presentation also highlighted a number of very valuable "learning points".

I have submitted a report to our SMB outlining these and making some recommendations as to how this Council could improve its resilience following the unfortunate experience of Melton B.C.

I have no doubt that some departments will leave it until the last minute to submit their plans and I am sure that some of these will require some minor adjustment. However, I am more confident that this Council will have a business continuity plan in place by early September 2009.

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Report prepared on 3rd July 2009