

**Committee:** Scrutiny

**Agenda Item**

**Date:** 13 April 2010

**8**

**Title:** Scrutiny review of Emergency Planning and Business Continuity – terms of reference

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Item for decision

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### Summary

- 1 The current Scrutiny Committee work plan includes a review of emergency planning and business continuity. Members of the Committee agreed at the last meeting (ref. Item SC 26, 11.02.10) that three reviews would be undertaken in 2010/11 of which a review of emergency planning and business continuity will be the first. Draft terms of reference are therefore attached as an appendix.

### Recommendations

- 2 Terms of reference for the review of emergency planning and business continuity are approved.
- 3 Members are nominated to form a Review Reference Group.

### Background Papers

None

### Impact

Communication/Consultation	Consultation with Heads of Department and service managers
Community Safety	None directly. Community safety is a prime consideration of the emergency plan and for business continuity
Equalities	None
Finance	There is a small emergency planning budget
Human Rights/Legal implications	None
Sustainability	None
Ward-specific impacts	Cross district
Workforce/Workplace	Potentially all

**Situation**

- 4 At the last meeting members approved a draft work plan for 2010/11 to include a review of emergency planning and business continuity within the authority. This had been highlighted as an area in which other authorities have recently carried out reviews and Members noted this was an area of concern for many residents, not just in terms of internal arrangements but also in the ways this council linked to other organisations. There are two aspects to this issue: ensuring the external service that the Council delivers to residents is maintained in the event of an emergency and that the internal arrangements for the continued functioning of key processes are in place, for example where something happened to the Saffron Walden premises. It was considered important that the council should have a robust business continuity plan in place.

**Risk Analysis**

Risk	Likelihood	Impact	Mitigating actions
That council's emergency and business continuity plan is not appropriate	1 The scrutiny review aims to achieve appropriate plan and policy development	2 Appropriate council plans and policy will contribute towards an effective response and continued business delivery in the event of an emergency	Recommendations to policy committee, Member Reference Group and Member representation to management committees

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.