

Uttlesford District Council Scrutiny Committee Review

Title of Review

Emergency planning & business continuity (a review of the council's internal arrangements for ensuring business continuity in the event of a disaster or emergency)

What are we looking at?

- Consider Uttlesford District Council's ability to continue service delivery in the event of an emergency (with relevance to staff, IT, premises)
- How services and systems are delivered in differing emergency scenarios
- Comparison and relationship of business continuity to district-wide emergency planning and adjoining authorities
- Generating future business continuity strategy/policy

What are we not looking at?

- External emergency planning procedures (this may be a subject for separate review)

Why are we looking at this?

- To influence future policy
- Overcome public concern about continued service delivery in the event of an emergency
- Overcome internal concern that Uttlesford District Council only has one centre of operations
- Address issues of reliance on core systems
- To examine issues raised by the 2009/10 Audit report into Emergency Planning

What do we hope to achieve?

- Recommendations to enable the council to continue to function in an emergency situation/business disruption
- Save time and reduce any initial confusion
- Preserve both council's image and reputation
- Minimise general disruption to life
- Ensure corporate cooperation over service priorities
- Minimise the social, political, legal and financial consequences of the incident
- Identify improved training strategies and initiatives

Terms of Reference Emergency Planning and Business Continuity Review
Scrutiny Committee 13 April 2010, item 8 appendix 1

- Identify business continuity partner organisations
- Identify business continuity procedures
- Increased buy-in from staff and partner organisations
- Establishment of *Best Practice* guidelines
- Gap analysis of staff capacity

What information do we need?

- Identify corporate priorities and critical functions
- Identify existing business continuity plans by service
- Identify critical functions, activities, key staff and supplies
- Details of business continuity provision in adjoining districts
- How business continuity fits with general council emergency planning policy
- Compliance with Civil Contingencies Act 2004

How will the evidence be gathered?

- Data collection including interviews and questionnaires with service staff and their counterparts in external organisations
- Analysis of business continuity plans of other local authorities and national standards
- Consideration of lessons learned through case studies