

**BABERGH DISTRICT COUNCIL**

**FROM:** Director of Corporate Services

**REPORT NUMBER:** **K22**

**TO:** **OVERVIEW AND SCRUTINY  
(STEWARDSHIP) COMMITTEE**

**DATE OF MEETING:** 18 May 2010

**BUSINESS CONTINUITY PROGRESS REPORT**

1. **PURPOSE OF REPORT**

1.1 The purpose of the report is to up-date the Committee on progress that has been made on business continuity management since August 2009.

2. **RECOMMENDATIONS**

2.1 That the report be noted.

The Committee is able to resolve this matter.

3. **FINANCIAL IMPLICATIONS**

3.1 There are no financial implications associated with this report.

4. **RISK MANAGEMENT**

4.1 This report links to Corporate Business Risk No 7 – Financial, Performance and Risk Management.

| <b>Risk Description</b>  | <b>Likelihood</b> | <b>Seriousness or Impact</b> | <b>Mitigation Measures</b>   |
|--|-------------------|------------------------------|--|
| Failure to meet the duties of the Civil Contingencies Act 2004, by not having business continuity arrangements in place to ensure the continuance of services during major incidents so that local communities are not disabled. | Low               | Critical                     | A Business Continuity Planning (BCP) process in place to create a plan for how the organisation will resume partially or completely interrupted critical function(s) within a predetermined time after a disaster or disruption. |

5. **KEY INFORMATION**

5.1 Since August 2010 the following progress has been made on business continuity:

- Recovery plans, critical services and business impact assessments have been comprehensively reviewed and up-dated by plan owners and deputy plan owners, and SMG respectively, at a series of workshops facilitated by the Business Continuity Manager (BCM) from the Joint Emergency Planning Unit (JEPU).

- The revised Business Continuity Plan (incorporating the Business Impact Assessment, Incident Management Plan and recovery plans) is available on BEN. It is also available to the Management Team, Tactical Management Team, plan owners and deputy plan owners on an extranet site hosted by Suffolk Resilience.
- To support the continuous improvement of the Council's business continuity arrangements an action plan has been developed for 2010/11. This action plan will be monitored and managed by the District Emergency Preparedness Forum.
- Exercise Matrix took place on 20 August 2009 to test the Loss of Staff recovery plan. The scenario for this exercise was based on an outbreak of swine flu. Following the exercise there were two de-brief sessions where lessons learned were translated into actions. The exercise was facilitated by the Business Continuity Manager from JEPU. The District Emergency Planning Officer attended the exercise as an observer. Councillor Hinton also supported the exercise.
- Two training sessions have been held for Heads of Service to assist them in their Tactical Management Team role. Both sessions were facilitated by the Business Continuity Manager from JEPU.
- The new Civil Contingencies Performance and Capability assessment shows the status of council capability (plans, people and infrastructure) in emergency response and business continuity. The assessment is completed on a quarterly basis by the District Emergency Planning Officer for Babergh area. The first assessment produced has shown that Babergh is performing very well in both areas of emergency planning and business continuity, and compares favourably with other district council's in Suffolk.

## 5.2 **Flu Pandemic**

Throughout the duration of the flu pandemic last year, Babergh District Council liaised with the Joint Emergency Planning Unit responding to requests for information and implementing agreed measures to mitigate the impact of the flu pandemic on council services and staff.

Weekly half-hour meetings of the Tactical Management Team for the 'Loss of Staff' business continuity plan were set up to manage the possible second wave of the flu pandemic. Weekly 'RAG' reports (Red-Amber-Green) were produced to monitor the threat to services due to staff sickness.

## 5.3 **Business Continuity Management Group**

Now that the Council's business continuity and emergency planning arrangements are well established, the District Resilience Forum and Business Continuity Management Group have merged into an Emergency Preparedness Forum. Its inaugural meeting took place on 5 May 2010.

The specific make-up of the new group and key areas of work are dependent on the emergency preparedness needs of Babergh District Council. Initially membership consists of key members of the District Resilience Forum and the Business Continuity recovery plan owners (where different).

Draft Terms of Reference and a proposed work plan were reviewed at the meeting of the Emergency Preparedness Forum on 5 May 2010.

6. **APPENDICES**

None.

7. **BACKGROUND PAPERS REFERRED TO**

Revised Business Continuity Plan 2010/2011  
Business Continuity Action Plan 2010/2011  
Civil Contingencies Performance and Capability Assessment

**CONTACT:** Jonathan Seed (Performance) **EMAIL:** [jon.seed@babergh.gov.uk](mailto:jon.seed@babergh.gov.uk)  
Denise Revell (Performance) **EMAIL:** [denise.revell@babergh.gov.uk](mailto:denise.revell@babergh.gov.uk)