



Strategic Alliance

Business Continuity Policy

Version 1.1

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Version control

Version History				
Version	Date	Detail	Author	Approver
1.0	05/06/2015	New policy replaces strategy. Approved by Emergency Planning Manager	Stephen Peace	
1.1	22/04/2016	New format and minor amendments	Stephen Peace	

Foreword

Bolsover District Council and North East Derbyshire District Council collectively provide services for all our residents, all those who work in our districts as well as the many visitors to the area.

The importance of our services to the community means that we must be able to continue providing core services effectively even when things go wrong.

It would be easy to concentrate on what residents may perceive as the “larger” threats, such as terrorism or a fuel shortage, as they feature heavily in the media and can raise public concerns about our ability to cope in a crisis. However, we also have a duty to look ahead to the less high profile but predictable problems, such as adverse weather conditions or loss of communications, power and water.

Risk assessments have been carried out nationally, regionally and locally to assess the likelihood and impact of external hazards and threats - we need to ensure we have done everything necessary to prepare our services to cope.

Our local business continuity process will help us to achieve this by ensuring we have defined procedures in place to reduce threats to service delivery by responding quickly during a major disruption.

Staff will continue to be trained to understand their role and responsibilities should problems arise which affect the numbers of staff available, the buildings that they use or the equipment systems and technology they need to do their job.

This plan is not the responsibility of one service area as any serious disruption would need a corporate response to be effective.

It is important that the business continuity process, including evaluating and managing risks, should be integrated into the core activities of the council's. This will be done through a programme of awareness raising, training and exercises.

We encourage every service area to participate in and to support the development of this forward planning so any problems which may arise can be handled with minimum disruption and so retain the confidence of local people and organisations in our ability to cope.

**Councillor Ann Syrett
(Leader)
Bolsover District
Council**

**Daniel Swaine
Joint Chief Executive**

**Councillor Graham Baxter
(Leader)
North East Derbyshire
District Council**

Policy

Scope

Bolsover District Council and North East Derbyshire District Council work together as a strategic alliance, with both councils sharing one management team, working across three directorates. As such, joint assistant directors are responsible for their area of work across both authorities and some business functions are now being delivered as single functions. The strategic alliance is committed to ensuring robust and effective business continuity management as a key mechanism to restore and deliver continuity of key services in the event of a disruption or emergency.

The Civil Contingencies Act 2004 placed a statutory duty on the Council to ensure that it can:

- respond to an emergency
- continue to support emergency response partners
- continue to provide critical services to the public.

The Business Continuity Plan provides the operational structure for responding to serious disruption, and can be summarised as follows:

- To have an operational document that sets out priorities, management structures and communications mechanisms to ensure an appropriate response to any disruption.
- The Plan addresses the full range of the strategic alliance functions and service areas, including those that have transferred to our partners such as Rykneld Homes. Where appropriate, it considers the interdependencies of different organisations, mutual aid and partnership arrangements.
- Specific strategies have been produced to mitigate the effects of loss of infrastructure including buildings, communications, IT and staff.
- Service areas will continue to prepare and maintain business continuity service area arrangements as appropriate.

Aim and objectives

The aim of the Plan is:

- To anticipate risks, mitigate where possible and to have flexible and tested plans in place to minimise disruption when unplanned events significantly interrupt normal business.

The objectives are:

- To ensure the strategic alliance can continue to exercise its critical functions in the event of an emergency.
- To identify the potential areas of vulnerability in strategic alliance services.
- To determine overall priorities for recovery of functions if disruption takes place.
- To build on processes already in place for risk management, ensuring that all plans are integrated into the overall framework.
- To ensure all strategic alliance service areas are involved in the preparation of the plan, so that there is an effective and consistent response to service continuity.
- To undertake training and awareness programmes for staff, suppliers and partners as appropriate and carry out regular tests of the plan to validate the arrangements.

Methods and Standards

The Strategic Alliance's business continuity management arrangements currently meet the mandatory requirements within the Cabinet Office document "Expectations and Indicators of Good Practice Set for Category 1 and 2 Responders". It is also the intention to follow the outline of ISO 22301 in the future.

Responsibilities

The business continuity management process is designed to ensure it is a mainstream activity rather than simply an emergency response.

The joint chief executive champions' business continuity management across the strategic alliance, however the responsibility for business continuity does not rest solely with the joint chief executive, but is shared by all staff.

Service managers have been identified as lead officers for business continuity, responsible for obtaining information and co-ordinating service area actions, or identifying another officer to undertake the responsibility on their behalf. Information gathered is subject to peer review to seek a consistent approach to service prioritisation and a shared understanding of the overall needs.

Governance

The business continuity plan for the strategic alliance took effect from December 2012 and is reviewed annually against the community risk register to ensure business continuity reflects the current assessment of likelihood of adverse events. It is also reviewed six monthly to ensure that information on service functions and contact details are kept up to date.

The plan will be reviewed when there are significant changes to accommodation, structural reorganisations within the alliance or if new duties or responsibilities are taken on, however it is the responsibility of lead officers within each service area to notify the senior emergency planning officer of any significant changes that occur between these updates.

In line with current legislation the plan will be comprehensively reviewed every four years in parallel with the community risk register, but this is intended as a maximum period and the plan will remain a central management activity linked to risk management.

Periodically and in line with both council's auditing policy, the business continuity plan may be audited by either the internal audit team or external auditors appointed by the council.

Training and Exercises

Training takes place regularly for those officers likely to be called on to lead or be part of the business continuity management and support teams.

Lessons learnt from training and exercises are used to determine any amendments or inclusions required when the Plan is updated.