

**Report to:** District Council of Easington  
**Date:** 1 March 2007  
**Report of:** Executive Member for Improvement  
**Subject:** Civil Contingencies / Business Continuity  
**Ward:** All

## **1. Purpose of Report**

- 1.1 To advise District Council of the Business Continuity requirements of the Civil Contingencies Act and to present the Business Continuity Plan for adoption.

## **2. Consultation**

- 2.1 I have consulted with the Durham and Darlington Civil Contingencies Unit and Service Heads.

## **3. Background**

- 3.1 The 'Civil Contingencies Act' 2004 requires local authorities (and other Category 1 responders) to demonstrate a variety of Civil Protection duties in order to increase resilience and improve effectiveness in response to any emergency situation.
- The Business Continuity Management duty within the Civil Contingencies Act supports emergency planning and risk assessment duties.
- The Business Continuity Plan provides a framework for staff to use in the event of an interruption to business caused by any emergency, for example flood, fire or evacuation of buildings, so that critical functions can be restored as quickly as possible, while full restoration of all services is planned and implemented.

## 4. Position Statement and Option Appraisal

4.1.1 This Business Continuity Plan has been developed by the Durham and Darlington Civil Contingencies Unit and, once adopted, will provide the basis of the Council's Business Continuity Management Programme. This will ensure compliance with the required duty of the Civil Contingencies Act 2004. The Plan is intended to be a working document, regularly monitored and updated. Information will be provided by the members of the Business Continuity Management Working Team to continually update the plan.

4.1.2 The Plan was developed using information supplied by Heads of Service in the form of Business Impact Analysis Questionnaires. This information has been used to determine the Class 1,2 and 3 and other functions which would require controlled restoration in the event of a business interruption.

4.1.3 These functions are classified as follows:

- Class One – essential functions which need to be restored within 0-24 hours
- Class Two - important functions which need to be restored within 1 – 3 days
- Class Three - functions which need to be restored within 3 – 14 days
- Other functions are those operational functions which can be restored progressively after 14 days.

4.1.4 Section 1 of the Plan lists the personnel responsible for management of any business interruption and outlines their appropriate roles in the event of an interruption occurring. It also covers the eventuality of the Council's Emergency Plan being activated at the same time as the Business Continuity Plan – for example if a major incident or emergency occurred at the Seaside Lane complex which rendered the offices either temporarily or permanently unoccupiable.

The Plan nominates the cellar meeting room as the most appropriate location for use as a Business Interruption Centre. This room is also the nominated Emergency Centre and is equipped with appropriate Plans, maps and stationary.

During any interruption to business when the Plan is activated, Durham and Darlington Civil Contingencies Unit will provide dedicated support and advice for the duration of the interruption.

Once the BC Plan has been formally adopted by the Council, the Civil Contingencies Unit will provide appropriate training sessions for all personnel involved with the Business Continuity Management Working Team.

# Item no.

- 4.1.5 Section 2 of the Plan lists the Class 1,2,3 and other functions of each Directorate as supplied by Service Heads in the Business Impact Analysis Questionnaire.
- 4.1.6 Section 3 of the Plan lists items of high value, which may need to be salvaged as a matter of priority in the event of an interruption.
- 4.1.7 Section 4 lists nominated short, medium and long term possible relocation sites for all Service Units in the event of an interruption and also highlights any necessary specialist facilities and relocation considerations.
- 4.1.8 Section 5 and 6 contain all master forms, glossaries and flow charts to be used in the event of an interruption. Training will be provided to support staff in the use of these forms.
- 4.1.9 Section 7. A training schedule will be developed by the CCU in consultation with the Business Continuity Management Working Team.
- 4.1.10 Section 8. Once the Plan is adopted, a further responsibility of the BCM working team will be to complete a supply chain analysis for all Class 1,2 and 3 functions. This will expedite the restoration of services in the event of an interruption.
- 4.1.11 The Plan will then become a working document in the same way as the Emergency Plan is. Once the initial training is complete to familiarise everyone with their responsibilities in the event of an interruption to service, it is not envisaged that members of the BCM working team will need to dedicate a lot of time other than updating information on their Service Unit whenever necessary.
- 4.1.12 The Plan will be available on the Intranet as a read only document and will be issued to members of Management Team, CST and Business Continuity Management Working Team and a hard copy will be available in the Members' library.
- 4.1.13 There will be a meeting of the BCM working team after adoption of the Plan to discuss training issues and agree roles and responsibilities and regularity and timing of meetings. The BCM working group will, with the Durham and Darlington Civil Contingencies Unit, review the Plan annually. The Plan will, however, be updated continually by members of the BCM working group as details change.

4.1.14 BCM Mutual Aid agreements currently exist between all 9 local authorities within County Durham and Darlington for the purpose of Emergency Planning. With the increase in threat of terrorist activity, an emergency may occur that not only activates more than one Emergency Plan but also the Business Continuity Plans of several of the local authorities within Durham and Darlington. Such an event will therefore have serious resource implications on the local authorities. The CCU's Chief Civil Contingencies Officer, Scott Warr, has recommended at the Local Resilience Forum that mutual aid agreements between local authorities in County Durham and Darlington are extended to emergencies requiring the activation of Business Continuity Plans.

## **5.0 Implications**

### **5.1 Financial**

There are no financial implications at this stage.

### **5.2 Legal**

The Civil Contingencies Act 2004 requires Local Authorities to implement a Business Continuity Plan as part of their demonstration of Civil Protection duties.

### **5.3 Policy**

There are no policy implications at this stage

### **5.4 Risk**

A Risk assessment has been carried out on this report

### **5.5 Communications**

The Business Continuity Plan will be available on the Council's website

## **6.0 Corporate Implications**

### **6.1 Corporate Plan and Priorities**

There are no corporate plan and priorities implications at this stage

### **6.2 Equality and Diversity**

There are no equality and diversity implications at this stage

### **6.3 E-Government**

There are no e-government implications at this stage

## 6.4 Procurement

There are no procurement implications at this time

## 7.0 Recommendations

The proposals outlined within this report are based upon the BCM requirements within the Civil Contingencies Act and 'Preparing for Emergencies' guidance document.

It is recommended that following approval of proposals contained in this report, District Council adopt the Business Continuity Plan as a working document, continually updated by the BCM working group and Durham and Darlington Civil Contingencies Unit, and reviewed annually.

### **Background Papers / Documents Referred to in preparing this report:**

1. Civil Contingencies Act 2004
2. CCA Guidance Document
3. BCI Good Practice Guidelines