

**Report to:** Audit Committee  
**Date:** 11 October 2007  
**Report of:** Senior Corporate Development Officer  
**Subject:** Business Continuity  
**Ward:** All

## **1. Purpose of Report**

- 1.1 To advise Audit Committee of the District of Easington Business Continuity Plan and the requirements of the Civil Contingencies Act.

## **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 with the Durham and Darlington Civil Contingencies Unit provides the basis of the Council's Business Continuity Management Programme. This ensures compliance with the required duty of the Civil Contingencies Act 2004. The Plan is intended to be a working document, regularly monitored and will be updated annually. Information to update the plan will be provided by the members of the Business Continuity Management Working Team.

4.1.2 The Plan was developed using information supplied by Heads of Service in the form of Business Impact Analysis Questionnaires. This information was 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.

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 is to be provided to support staff in the use of these forms.
- 4.1.9 Section 7. A training schedule is to be developed by the CCU in consultation with the Business Continuity Management Working Team.
- 4.1.10 Section 8. 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 was adopted by District Council on 1 March 2007 and became a working document in the same way as the Emergency Plan is. The Plan will be updated continually by members of the BCM working group and reviewed annually by the BCM group and the CCU.
- 4.1.12 The Plan is available on the Intranet as a read only document and a hard copy is available in the Members library.
- 4.1.13 The BCM working team and the CCU will discuss training issues and agree roles and responsibilities.
- 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 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**

There are no legal implications at this stage

## 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

There are no communication implications at this stage

## 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

It is recommended that the information contained in this report be noted

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

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

Item no.