

September 2011

**CYNGOR SIR POWYS COUNTY COUNCIL.**

**ADULT SOCIAL CARE**

**REPORT AUTHOR:** County Councillor Rosemarie Harris  
Portfolio Holder for Social Services, Provider Services  
Commissioning

**SUBJECT:** Business Continuity Plan (BCP)

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**REPORT FOR:** Information

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**1. Summary**

The Business Continuity Plan (BCP) (version 07) was redrafted and amendments made as agreed at Adult SMT of 12<sup>th</sup> July 2011. It will be formally approved by SMT on 29<sup>th</sup> September 2011 and will then be submitted for inclusion on WIKI.

**2. Current Position**

A review session has been held with Adult Social Care Provider Managers regarding the BCP, specifically in relation to learning from the inclement weather in December 2010/January 2011. As a result there has been dialogue with Highways and the reviewed Inclement Weather is included in the BCP as '*Protocol for joint working between Social Care and Highways during inclement weather*' as Appendix 1 with a '*flow chart in relation to decision making in inclement weather*' as Appendix 2.

The BCP will be e-mailed to all Adult Services teams to ensure that they have the document available to them.

Critical Services have been identified in the plan and this includes Private Sector Providers.

Training dates have been requested. A Senior Manager from Adult Services has attended a continuity exercise regarding IT Services and the BCP reflects the learning from this.

Testing of the Plan has been undertaken when the severe weather in 2010/11 occurred. Feedback from staff has been included in the updated BCP.

Key Officers have been identified by their role and not actually named due to proposed management changes resulting from the Modernisation of Care Management. The roles and responsibilities of these posts has been included in the plan.

There is an Out of Hours service operating outside of office hours. There is a Co-coordinator on-call for this service who has access to the WIKI and the BCP. The Co-ordinators will also be sent an electronic copy for their information.

It is planned to set up a task group with Health and Social Care to ensure that plans link together. It is also planned to arrange a joint exercise to test the tool.

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>To note developments with BCP</b>	

<b>Relevant Policy (ies):</b>			
<b>Within Policy:</b>	<b>Y / N</b>	<b>Within Budget:</b>	<b>Y / N</b>

<b>Relevant Local Member(s):</b>	
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<b>Person(s) To Implement Decision:</b>	<b>Not applicable for this report</b>
<b>Date By When Decision To Be Implemented:</b>	

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