

CYNGOR SIR POWYS COUNTY COUNCIL

AUDIT COMMITTEE

17 January 2014

REPORT AUTHOR: Wayne Jones
Principal Emergency Planning Officer

SUBJECT: Business Continuity Management (BCM)

REPORT FOR: Information

1. Summary

A position statement has been requested with regard to the status of Business Continuity within the Authority following a number of issues identified by internal audit.

2. Background

PCC provides a vast range of services upon which many people depend for their day-to-day well-being. When an emergency affects our community, we must ensure the Authority can respond effectively and continue to provide key services whatever the nature of the interruption.

The Civil Contingences Act (CCA) 2004 places a number of statutory duties on PCC as a dedicated Category 1 (Main) Responder under the Act. One such duty is Business Continuity Management (BCM). This is a management process to ensure that critical key services (often referred to as 'Red Services') continue in the event of a disruption or declared Major Incident or Event (CCA refers).

Until 05 Jan 2013 BCM work was undertaken by the post of Risk & Resilience Manager, when the last incumbent left the Authority. As a cost cutting measure this post was not filled and this work was not formally reallocated. As a consequence the Corporate Business Continuity Plan (BCP (Intranet Page 2127)) was not reviewed in Mar 2013 and the present status of Service Area BCPs is unclear.

Whilst the PCC Emergency Planning Dept liaised with the Risk & Resilience Manager to ensure that BCPs and the Authorities Emergency Plans (e.g. Emergency Rest Centre / Temporary Mortuary provision) complimented each other, BCP does not fall within the remit of Emergency Planning.

A failure to have robust BCM measures in place at PCC will have an indirect impact on the above partner agencies (i.e. a failure by Adults Services would indirectly impact Health (PtHB)).

The Strategic Director Resources has been briefed by the Internal Audit Manager and the Principal Emergency Planning Officer. As a result a report was taken to the Chief Executive's Management team. The Strategic Director is meeting with partner organisations to pursue whether a joint arrangement is appropriate. This would also cover Risk Management. However if this is unsuccessful there will be a requirement to ensure this role is carried out and will create further potential financial pressure.

3. Proposal

Following a number of organisational changes within PCC it is felt that a new Whole Authority Service Impact Analysis / Corporate BCP is required, focussing not only on Service Areas but also 'Service Delivery / Disciplines' (i.e. 'Meals on Wheels' / 'Leisure Centre Availability' (for use as Emergency Rest Centres).

The recommendation to go to the Chief Executive's Management Team will require that if a joint organisation approach with partners is unsuccessful a new (internal) post of Business Continuity Officer is created, as the outsourcing of BCP duties would impose increased risk to the Authority. This matter will need to be addressed urgently given that the Authority is currently in breach of the CCA.

4. Statutory Officers

Chief Finance Officer's comment:

The Strategic Director Resources (Section 151 Officer) has been made aware of the issue and has reported to management team on this key issue. However given the timescale surrounding appointment (and to ensure the Authority is compliant with the CCA) funding may need to be made available to resolve this issue.

The Solicitor to the Council (Monitoring Officer) has made the following comment:

Solicitor to the Council's comments to follow.

5. Future Status of the Report

Not applicable

Recommendation:		Reason for Recommendation:	
Relevant Policy (ies):			
Within Policy:		Within Budget:	
Person(s) To Implement Decision:			
Date By When Decision To Be Implemented:			
Contact Officer Name:	Tel:	Fax:	Email:

Background Papers used to prepare Report:

Not applicable