

CYNGOR SIR POWYS COUNTY COUNCIL

AUDIT COMMITTEE

17 October 2014

REPORT AUTHOR: David Powell, Strategic Director Resources

SUBJECT: Update Report on Business Continuity Management (BCM)

REPORT FOR: Approval

1.0 Introduction

1.1 An update has been requested by the Audit Committee on Business Continuity Management (BCM) within the Council following a report and Action Plan to the previous Committee on 11th July 2014.

1.2 This report outlines progress made since the last committee, and includes the updated Corporate Business Continuity Plan (BCP) for approval.

2.0 Background - BCM

2.1 At the previous committee it was outlined that the Corporate BCP was not reviewed at its due date of March 2013 as the previous post of Risk & Resilience Manager had been deleted in 2012/13 as an efficiency saving. It was also outlined that only four Service BCPs were available, of which all of these were out of date.

2.2 It is important to have robust BCM measures in place. It is important that PCC demonstrates that it complies with statutory requirements (Civil Contingencies Act (CCA) 2004), e.g. a failure by Adult Services could impact Health PthB.

3.0 Completion of the BCPs

3.1 An Action Plan is in place to implement BCM throughout the Council, and to monitor progress against the required actions in order to produce Service BCPs which are up-to-date, robust and fit-for-purpose.

3.2 A presentation was made to Management Team and Heads of Service, and Business Continuity 'Champions' have been put in place in each service area, to act as the single point of contact between the service and the Business Continuity & Risk Management Officer, and to be responsible for the co-ordination of Service BCPs using the BCM Toolkit which was acquired via networking with the South Wales Resilience Team.

- 3.3** The response from Directorates has been positive and 15 Champions are in place, who have undertaken in-house training to provide them with an understanding of BCM, and were walked through the process of completing the BCM Toolkit.
- 3.4** The Champions initially completed the Business Impact Analysis (BIA) for their respective services, to identify the time criticality of all of the service activities. From the BIAs a number of critical 'red' activities have been identified. Where critical 'red' activities have been identified, the Champions have co-ordinated the completion of the Toolkit in order to provide a BCP for their service area which will allow Heads of Service to re-instate the delivery of these critical activities.
- 3.5** 14 out of 15 service BCPs have so far been submitted to the Business Continuity & Risk Management Officer, and will be quality checked before being published on the Intranet. Champions have been advised that Heads of Service are responsible for ensuring that all staff are made aware of their appropriate BCP, and that the BCPs must be validated to ensure that they are robust and fit-for-purpose. Framework guidance has been created to assist services in carrying out their validation exercises.
- 3.6** A BCM Group has been established which meets on a quarterly basis, and is chaired by the Strategic Director, Resources. The group has had its first meeting, at which the Terms of Reference were agreed and plans were discussed. The group will act as a conduit for BCM information and communication corporately and between services. It will also promote and share good practice.
- 3.7** In order to meet our statutory duties under the Civil Contingencies Act (CCA) 2004, funding has been identified as part of the 2015/16 Budget and a permanent appointment will be made to the role of Business Continuity and Risk Management Officer in order to ensure that the Council remains compliant with legislation and has appropriate systems and procedures in place. The role will also be responsible for Corporate Risk Management in the authority. The role will make a wider contribution to corporate improvements related to risk issues.

4.0 Statutory Officers

- 4.1** The Strategic Director, Resources (S151 Officer) has identified a funding source to address the requirement to create capacity. If the issue of BCM and risk is not adequately addressed the Council will have potential wider financial exposure. Non-compliance with the CCA would have wider consequences impacting on corporate assessments and our ability to meet Emergency Planning requirements.
- 4.2** The Solicitor to the Council (Monitoring Officer) has made the following comment:

Solicitor to the Council's comments to follow.

5.0 **Future Status of the Report**

Not applicable.

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| Recommendation: | Reason for Recommendation: |
| That the Audit Committee approves the updated Corporate Business Continuity Plan | To meet the requirements under the Civil Contingencies Act |

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| Relevant Policy (ies): | | | |
| Within Policy: | Y / N | Within Budget: | Y / N |

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| Relevant Local Member(s): | Not Applicable |
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| Person(s) To Implement Decision: | |
| Date By When Decision To Be Implemented: | |

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