

CYNGOR SIR POWYS COUNTY COUNCIL

AUDIT COMMITTEE

6 September 2019

REPORT AUTHOR: Greg Thomas, Project Officer (Events & Civil Contingencies)

SUBJECT: Business Continuity - Update

REPORT FOR: Information

1.0 Introduction

1.1 Under the *Civil Contingencies Act (2004)* Powys County Council is classified as a so called "Category 1 responder". This Act places seven wide-ranging duties on the Council, with two of these duties specific to business continuity. Accordingly PCC must:

- Put into place business continuity management arrangements;
- Provide advice and assistance to businesses and voluntary organisations about business continuity management.

1.2 It is vital that business continuity management plans are in place, not only to meet these statutory duties, but to ensure that in the event of a business disruption or emergency, PCC can continue to operate in a business as usual manner (as far as reasonably practicable).

1.3 A recent (20th August 2019) SWAP internal audit into crisis management in PCC gave substantial assurance into the crisis management processes (of which business continuity in a part) within PCC.

2.0 Definitions

2.1 Although linked, it is important to remember that business continuity and emergency planning are two quite distinct disciplines.

The following key definitions for business continuity are taken from ISO 22301:2012:

- *Business continuity* – the capability of the organisation to continue delivery of products or services at acceptable predefined levels following a disruptive incident.
- *Business continuity management* – A holistic management process that identifies potential threats to an organisation and the impacts to business operations those threats, if realised, might cause, and which provides a framework for building organisational resilience with the capability of an effective response that safeguards the interests of its stakeholders, reputation, brand, and value creating activities.

3.0 Current Position

3.1 Due to the recent organisational restructure, the annual refresh of both the service and corporate business continuity plans was postponed. However, this time has

been used to conduct a full review into the business continuity processes in the organisation (last completed in 2014). In addition, a public facing business continuity website has been created (<https://en.powys.gov.uk/article/3417/Business-Continuity>), ensuring that PCC is meeting its obligations under the Civil Contingencies Act (2004), to provide advice and assistance to business and voluntary organisations about business continuity matters.

- 3.2** As a result of this review, new service business continuity templates, guidance, and training materials have been produced, and the role of Business Continuity Champion re-established for each service area. Due to the wide variety of activities undertaken by some service areas, some have opted to undertake their business continuity planning at a Professional Lead level.
- 3.3** The majority (22 of 31) of these new service level business continuity plans have now been completed. A deadline of Friday 6th September 2019 has been agreed for the remaining plans (all services have existing plans in place). This information will then be used to complete the overall corporate business continuity plan. For ease and consistency this plan will take a new format, and will be the same as that used by the other Dyfed-Powys Local Resilience Forum (LRF) Local Authorities and Health Boards.
- 3.4** The refreshed corporate business continuity plan will be presented to Audit Committee at the next meeting in December 2019.

Recommendation:	Reason for Recommendation:
Audit Committee to note to the contents of this report.	To provide assurance that Powys County Council is meeting its statutory obligations under the Civil Contingencies Act (2014).

Contact Officer Name:	Tel:	Email:
Greg Thomas	01597826149	greg.thomas2@powys.gov.uk