

28 November 2018

Regulatory and Governance Committee

Business Continuity Policy and Strategy

Report of: *Jacqueline Van Mellaerts, Interim Chief Financial Officer*

Wards Affected: *All wards*

This report is: *Public*

1. Executive Summary

- 1.1 Brentwood Borough Council's Business Continuity Policy and Strategy documents will form the cornerstone to permanently establish and embed business continuity management, to ensure that the Council can continue to operate and deliver essential services to the community.

2. Recommendation(s)

- 2.1 That Regulatory & Governance Committee approve the proposed Business Continuity Policy (Appendix A) and Strategy (Appendix B).**

3. Introduction and Background

- 3.1 All organisations can suffer disruptions and business continuity at its simplest is about how they cope with the disruption. Business continuity is defined as the capability of an organisation to continue delivery of products or services at acceptable predefined levels following a disruptive incident. This is particularly important for Brentwood Borough Council as we provide a large range of services to the public and disruption to service provision will directly affect the residents within the borough.
- 3.2 Under the Civil Contingencies Act 2004 Brentwood Borough Council is defined as a Category 1 Responder. The Act places several statutory duties upon the council including:
- Put in place business continuity management arrangements
 - Provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only).

- 3.3 The development of the Business Continuity Policy and Strategy applies best practice as contained within the Business Continuity Institutes Good Practice Guidelines and the International Standard for Business Continuity ISO 22301 for the identification, evaluation and mitigation of key risks that could disrupt the delivery of critical services. The adoption and integration of an effective and transparent corporate approach to proactive business continuity management throughout the organisation will help to promote a culture of resilience to underpin the continuous delivery of services

4. Issue, Options and Analysis of Options

Business Continuity Policy

- 4.1 The Business Continuity Policy (appendix A) outlines the national context for the requirement for the Council meet its business continuity statutory duties under the Civil Contingencies Act 2004 and how it will apply best practice as contained within the Business Continuity Institutes Good Practice Guidelines and the International Standard for Business Continuity ISO 2230.
- 4.2 It also details the local context and how business continuity management is an all-inclusive process that must cover all areas of the Council. This management process helps manage the risks, ensuring it can continue to operate to the extent required in the event of a disruption. These risks could be from several sources however the result will be one of the following; loss of staff, denial of access, loss of information technology or telecommunications, loss of supplier or contractor.

Business Continuity Strategy

- 4.3 The Business Continuity strategy (appendix B) provides the framework to promote year on year improvements to the ongoing resilience of the Council, its partners and residents. It details the process to assist the organisation to anticipate, prepare for, prevent, respond to and recover from disruptions, whatever the source.
- 4.4 The Strategy outlines a 3-year programme of key actions for the continual development of business continuity plans, through the ongoing review and exercising of all plans.

4.5 Risks in not approving the recommendation:

- Brentwood Borough Council is not adequately able to carry out its statutory duties in accordance with the Civil Contingencies Act 2004.
- The Council's response to a business continuity incident is not appropriate with subsequent danger to the Council's ability to continue to operate and deliver essential services to the community

5. Reasons for Recommendation

- 5.1 The Council will improve its resilience to and ability to recovery from business continuity incidents.

6. References to Corporate Plan

- 6.1 Effective business continuity arrangements will enable the Council to continue to operate and deliver essential services to the community.

7. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Interim Chief Financial Officer

Tel & Email: 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk

- 7.1 The recommendations do not involve any additional expenditure above already allocated budgets, however there may be some additional officer time required for training and exercises.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer and Head of Legal Services

Tel & Email: 01277 312860 /daniel.toohey@brentwood.gov.uk

- 7.2 The Council has duties within an existing legal framework which sets out the roles and responsibilities of emergency responders. As a Category 1 Responder, the Council is subject to the full range of civil protection duties in the Civil Contingencies Act 2004. The recommendation outlined in this report is lawful and will support the Council in meeting its statutory obligations.

8. Appendices to this report

Appendix A – Business Continuity Policy 2018

Appendix B – Business Continuity Strategy 2018

Report Author Contact Details:

Name: Sue White, Risk & Insurance Officer

Telephone: 01277 312821

E-mail: sue.white@brentwood.gov.uk