	Objective	Goal	Tasks	Work required	Milestone by 30/11/2014	Milestone by 31/12/2014	Milestone by 31/01/2015	Milestone by 27/02/2015	Milestone by 31/03/2015	Milestone by 30/04/2015	Milestone by 31/05/2015	Milestone by 30/06/2015	Officer	Final Compliance Date
title: **BUSINESS CONTINUITY WORKPLAN 2014/15 (as of 09.01.2015)**														

BUSINESS CONTINUITY WORKPLAN 2014/15 (as of 09.01.2015)

1.0 STRATEGIES, POLICIES AND TEMPLATES

	Objective	Goal	Tasks	Work required	Milestone by 30/11/2014	Milestone by 31/12/2014	Milestone by 31/01/2015	Milestone by 27/02/2015	Milestone by 31/03/2015	Milestone by 30/04/2015	Milestone by 31/05/2015	Milestone by 30/06/2015	Officer	Final Compliance Date
BC Strategy	**1.1 BC Strategy actions**	The current Strategy does not contain an Action Plan. **Ref; priority point 6 within the BC Strategy of 2012.**	**This Work Plan covers both the points mentioned within the 2012 Strategy and the BC Audit report of 2014.**	**To produce a workplan**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	MS	**Completed**
BC Templates	**1.2 Revision of BC Plan Template**	The BC Template requires revision. Ref; priority point 1 within the BC Strategy of 2012 .	**(1) To revise the plan template to ensure that is reflective of current arrangements together with details of all contacts, evacuation and communication arrangements**	**BC plan template to be totally revised as in its current format it is poorly functional and does not provide useable information.**	**Preparation of new BC template**	**New BC template finalised**	N/A	N/A	N/A	N/A	N/A	N/A	MS	**Completed**
Risk Register Alignment	**1.3 Aligning the over-arching and BC plans with current risk registers**	All BC risks to be aligned with and will inform the strategic risk registers. **Ref; BC audit point 13**	**(1) All BC risks must feature within the Corporate Risk Register.**	**Ensure that over-arching and BC Plans are properly referenced to the risk registers**	Preparation	Preparation	**Final plan versions correctly referenced to risk registers (see 2.2 below)**	Preparation	**Final plan versions correctly referenced to risk registers (see 2.2 below)**	N/A	N/A	N/A	MS	**Completed**

	Objective	Goal	Tasks	Work required	Milestone by 30/11/2014	Milestone by 31/12/2014	Milestone by 31/01/2015	Milestone by 28/02/2015	Milestone by 31/03/2015	Milestone by 30/04/2015	Milestone by 31/05/2015	Milestone by 30/06/2015	Officer	Final Compliance Date
2.0 BUSINESS CONTINUITY ARRANGEMENTS														
Business Continuity Plans	**2.1 To produce an over-arching BC Plan**	An over-arching plan is needed to coordinate across all the individual plans in place. There is a Corporate Business Continuity Plan dating from 2012 which identifies the contingency measures in place across the Council as well as key staff, roles, resources and hardware arrangements, however, this is deemed insufficient for joining the Plans together. **Ref; BC audit point 5**	(1) To provide an over-arching Plan	**Will be new/revised over-arching plan.**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	MS	**Completed**
			(2) To ensure that the Corporate Business Continuity Plan is updated and in line with all the other Plans.	**Will be new/revised over-arching plan.**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	MS	**Completed**
Business Continuity Plans	**2.2 To review and produce BC Plans for all Services**	All BC Plans are to be re-issued to suit current BC service arrangements. **Ref; priority points 2 and 7 within the BC Strategy of 2012**	(1) To rework and provide BC plans for all services.	**Each Service has been sent a Business Impact Assessment to complete which will enable them to consider the risks in loosing staff, facilities, buildings etc and to state what mitigation plans they have in place to cover such losses both short and long term. Managers will be supplied with support in the development and finalisation of their Business Continuity Recovery Plans. This will be done by email, face to face meetings and phone calls.**	**All business impact assessments must be returned by this date**	**Complete BC Plans first draft for: -** Strategy & Corporate Services • Asset Management • Accountancy • Business Transformation Customer Services • Call Centre • Communications • Council Tax and Housing Benefits • ICT Support Services • Corporate Support • Electoral Registration • Legal • Printing Services	Complete BC Plans final version for: - Strategy & Corporate Services • Asset Management • Accountancy • Business Transformation Customer Services • Call Centre • Communications • Council Tax and Housing Benefits • ICT Support Services • Corporate Support • Electoral Registration • Legal • Printing Services	Complete BC Plans first draft for: - Planning, Development & Prosperity • Planning • Land Charges • Building Control Borough Health, Safety & Localism • Environmental Health • Licensing • Community Services • CCTV • Corporate Health and Safety • Business Continuity and Emergency Planning • Health and Wellbeing Housing Street Scene & Environment • Depot Parking	Complete BC Plans final version for: - Planning, Development & Prosperity • Planning • Land Charges • Building Control Borough Health, Safety & Localism • Environmental Health • Licensing • Community Services • CCTV • Corporate Health and Safety • Business Continuity and Emergency Planning • Health and Wellbeing Housing Street Scene & Environment • Depot Parking	N/A	N/A	N/A	MS	**30/03/15**

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Business Continuity Plans	**2.3 To provide Manager training on the BC Plans**	Managers are required to periodically update their BC Plans and will require training on how to do this. **Ref; BC audit point 7.**	(1) To formulate a training course.	**Managers need to appreciate how to use their plans effectively**	**Course development**	**Course development**	**Course development**	**Course prepared and ready for delivery**	N/A	N/A	N/A	N/A	EH	**28/02/14**
			(2) To invite Managers by calendar invite to training Session.	**Once plans have been produced for various services managers will be invited to training where they are led through how to use them effectively.**	**Preparation**	**Preparation**	**To invite managers to the training course**	N/A	N/A	N/A	N/A	N/A	EH	**31/01/15**
			(3) To deliver the training	**This ensures that managers are aware of how their plans function and how they must be put in to operation**	**Preparation for training**	**Preparation for training**	**Preparation for training**	**Preparation for training**	**To deliver training by w/c 23/02/2015**	N/A	N/A	N/A	EH/MS	**31/03/15**
Business Continuity Plans	**2.4 Management duties under the BC Plans**	Management duties and responsibilities under the BC Plans need to be made clear. **Ref; BC audit point 11**	(1) All managers/Heads of Service in charge of BC plans will be made aware of their duties and responsibilities via the individual plans.	**These roles and responsibilities wil be clearly shown in the new BCP's for each service prior to final issue.**	**Preparation**	**Preparation**	**Managers and HoS responsibilities to be reflected in final BC Plans for: -** Strategy & Corporate Services • Asset Management • Accountancy • Business Transformation Customer Services • Call Centre • Communications • Council Tax and Housing Benefits • ICT Support Services • Corporate Support • Electoral Registration • Legal • Printing Services	**Preparation**	**Managers & HoS responsibilities to be reflected in final BC Plans for: -** Planning, Development & Prosperity • Planning • Land Charges • Building Control Borough Health, Safety & Localism • Environmental Health • Licensing • Community Services • CCTV • Corporate Health and Safety • Business Continuity and Emergency Planning • Health and Wellbeing Housing Street Scene & Environment • Depot Parking	N/A	N/A	N/A	MS	**Completed**

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Business Continuity Plans			(2) Paragraph to be inserted in to all managerial J.D's explaining their responsibilities under BC.	MS to formulate para and get added retrospectively - Phil Ruckhas been emailed.	To develop standard paragraph required	To send a standard paragraph to Midland HR and request them to inform all HoS to insert this in to all managerial JD's	N/A	To ensure that all relevant JD's have been modified	N/A	N/A	N/A	N/A		27/02/15
Business Continuity Plans			(1) To organise six-monthly meetings of Plan Managers	At six-monthly intervals managers will be asked to review and update their plans so that they remain reflective of current arrangements	Preparation	Preparation	Preparation	Preparation	Managers meeting to discuss final ducuments	N/A	N/A	N/A	EH	31/03/15
Business Continuity Plans	2.5. Managers' meetings to discuss their BC Plans	Managers to examine their plans to ensure they they remain appropriately revised. **Ref; BC audit point 6**	(2) To ensure that all Plans produced are suitably stored and accessible	Plans to be stored in battleboxes and on cloud.			All these plans produced and placed in battle boxes and to be held on appropriate drives: - Strategy & Corporate Services • Asset Management • Accountancy • Business Transformation Customer Services • Call Centre • Communications • Council Tax and Housing Benefits • ICT Support Services • Corporate Support • Electoral Registration • Legal • Printing Services		All these plans produced and placed in battle boxesand to be held on appropriate drives: - Planning, Development & Prosperity • Planning • Land Charges • Building Control Borough Health, Safety & Localism • Environmental Health • Licensing • Community Services • CCTV • Corporate Health and Safety • Business Continuity and Emergency Planning • Health and Wellbeing Housing Street Scene & Environment • Depot Parking		N/A	N/A	SW	31/03/15

	Objective	Goal	Tasks	Work required	Milestone by 30/11/2014	Milestone by 31/12/2014	Milestone by 31/01/2015	Milestone by 27/02/2015	Milestone by 31/03/2015	Milestone by 30/04/2015	Milestone by 31/05/2015	Milestone by 30/06/2015	Officer	Final Compliance Date
Business Continuity Plans			3. To attend Managers' meetings and enter onto Corporate Brief	**Managers meetings to be arranged**	N/A	N/A	N/A	N/A	**Managers to report completion of plans for the above areas.**	N/A	N/A	N/A	EH	**31/03/15**
	2.6 Extent of Plans	BC Plans must be provided for all occupied premises. Further Plans may be required as managed premises are identified. **Ref; BC audit point 9.**	(1) Plans will be prepared for all council-run and owned premises which indicate the business continuity arrangements in place to keep services active. New plans will require formulation should the council gain any further occupied assets.	**BC Plans are necessary for the Town Hall, Depot and Car Park. See 2.2 above which indicates when each Plan will be completed for all service areas.**	**See 2.2**	**See 2.2**	**See 2.2**	**See 2.2**	**See 2.2**	**See 2.2**	N/A	N/A	MS/AT	**31/03/15**

	Objective	Goal	Tasks	Work required	Milestone by 30/11/2014	Milestone by 31/12/2014	Milestone by 31/01/2015	Milestone by 27/02/2015	Milestone by 31/03/2015	Milestone by 30/04/2015	Milestone by 31/05/2015	Milestone by 30/06/2015	Officer	Final Compliance Date
3.0 I.T PROVISIONS AND SYSTEM TESTING														
I.T Restoration	**3.1 Restoring I.T infrastructure**	I.T must provide an updated BC (Disaster Recovery) Plan accurately describing the arrangements in place to cover for total I.T loss at the Town Hall, depot, and any other occuoied assets. **Ref; BC audit point 3**	IT are presently putting together a raft of measures to combat loss of I.T and phone network across the authority. This involves arrangements made with other providers so that continuity is maintained. This includes putting together new contingency arrangements at the Brentwood Centre. A room is set aside.	**I.T must have in place their own Business Continuity Plan which covers ultimately for total loss and the provisions in place so that others may continue working.**	**Work with ICT to formulate their Plan**	**Work with ICT to formulate their Plan**	**Work with ICT to formulate their Plan**	**Work with ICT to formulate their Plan**	N/A	N/A	N/A	**Work with ICT to formulate ICT Corporate Plan 20/6/15**	TH	**31/07/15**
			(2) To ascertain how many currently have access to all Council systems to work remotely	**Obtain a list from I.T. Email request sent.**	**Work with ICT**	**Work with ICT**	**ICT to provide by this date**	N/A	N/A	N/A	N/A	N/A	TH	**Completed**
System Testing	**3.2 Live and tabletop testing of the BC System**	To produce a table of testing which includes both live and desk top exercises. **Ref; BC Audit point 4. Ref; priority point 3 within the BC Strategy of 2012**	(1) At a rest centre hold a dummy exercise involving rest centre volunteers as well as members of the public to duplicate conditions likely to be experienced as the result of an evacuation.	**Rest centre training occurred on 23rd April 2014. A further rest centre exercise is required involving volunteers and staff (SW to organise)**	**Preparation for exercise**	**Preparation for exercise**	**Invitations to exercise sent out by this date**	**Preparation for exercise**	**Exercise to be held week commencing 16th March 2015**	N/A	N/A	N/A	SW/MS	**31/03/15**

	Objective	Goal	Tasks	Work required	Milestone by 30/11/2014	Milestone by 31/12/2014	Milestone by 31/01/2015	Milestone by 27/02/2015	Milestone by 31/03/2015	Milestone by 30/04/2015	Milestone by 31/05/2015	Milestone by 30/06/2015	Officer	Final Compliance Date
System Testing	**3.2 Live and tabletop testing of the BC System**	To produce a table of testing which includes both live and desk top exercises. **Ref; BC Audit point 4. Ref; priority point 3 within the BC Strategy of 2012**	(2) Within BBC offices hold a desk-top exercise simulating a district event where convened members of Gold Command will respond and coordinate BBC actions. This to be assisted by Essex Civil Protection and Emergency Management and will double as an Emergency Planning Exercise.	**Gold command offiers have received training, however, this must be extended to an exercise to be held at the same time as the rest centre exercise for completeness**	**Preparation for exercise**	**Preparation for exercise**	**Invitations to exercise sent out by this date**	**Preparation for exercise**	**Exercise to be held week commencing 16th March 2015**	N/A	N/A	N/A	SW/MS	**31/03/15**
Debrief	**3.3 Debrief process**	After any BC event there may be lessons to be learnt. A formal review and debrief is necessary to consider the event and wat if any Plans must be provided/altered. **Ref; BC audit point 8**	To provide an event summary for each emrgency planning/business continuity situation where a response was brought about.	**Have done one report re the gas leak evac, but not for the power spike.**	N/A	N/A	**To complete power spike report**	N/A	N/A	N/A	N/A	N/A	SW	**31/01/15**

	Objective	Goal	Tasks	Work required	Milestone by 30/11/2014	Milestone by 31/12/2014	Milestone by 31/01/2015	Milestone by 27/02/2015	Milestone by 31/03/2015	Milestone by 30/04/2015	Milestone by 31/05/2015	Milestone by 30/06/2015	Officer	Final Compliance Date
4.0 BATTLEBOXES														
Battle boxes	**4.1 Availability of battle boxes**	To ensure that there are 'battlebox's for all services and that there are duplicates held at the depot. **Ref; BC Audit point 2**	(1) Determine the location of all battle boxes and make a list of them.	Sue has a list of what boxes there are and their locations.	List of all battle boxes completed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	SW	**Completed**
			(2) List all locations requiring a battlebox.	To prepare a list of where BB's are needed	List of all required battlebox locations completed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	SW	**Completed**
			(3) Ensure that all battleboxes are duplicated and that the duplicates are suitably stored together.	There are no BB's at the depot, but we need to ensure there are. Sue to ensure that all BB's and Pouches are duplicated at the depot and depot one duplicated at the TH.	N/A	N/A	To ensure that all battleboxes are in place and that there is a designated custodian of each, including the set at the depot.	N/A	N/A	N/A	N/A	N/A	SW	**Completed**
			(4) Check to ensure battle boxes are provided for each service and if not inform the appropriate HoS.		N/A	To ensure that Battleboxes are available for all services	N/A	N/A	N/A	N/A	N/A	N/A	SW	**Completed**
	4.2 Contents of battle boxes	To check the contents of all battleboxes against a schedule on a six-monthly basis. **Ref; BC Audit point 2**	(1) Check the contents of each battlebox against the contents standard.	A generic list of battlebox contents has been produced.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	SW/All HoS	**Completed**
			(2) If anything is missing then instruct the HoS as to what is required.	All contents must be present	N/A	All Battleboxes to hold the required contents.	N/A	N/A	N/A	N/A	N/A	N/A	SW/All HoS	**31/03/15**

	Objective	Goal	Tasks	Work required	Milestone by 30/11/2014	Milestone by 31/12/2014	Milestone by 31/01/2015	Milestone by 27/02/2015	Milestone by 31/03/2015	Milestone by 30/04/2015	Milestone by 31/05/2015	Milestone by 30/06/2015	Officer	Final Compliance Date
Battle boxes	4.3 Battlebox spot audits	To carry out annual spot-checks of battle boxes **to ensure compliance with 1.2 above**.	(1) To randomly spot-check battleboxes and their contents against the standard.	**Once all the battleboxes are known to be in place they need to be spot-checked as per a schedule.**	N/A	N/A	N/A	N/A	**Further battlebox content check**	N/A	N/A	N/A	SW	**31/03/15**
			(2) To report back to HoS the outcomes of those audits.	**HoS must ensure that their battleboxes are complete with all necessary business continuity information.**	N/A	N/A	N/A	**To report back the results of each audit by this date**	N/A	**To report back the results of each audit by this date**	N/A	N/A	SW	**30/04/15**

	Objective	Goal	Tasks	Work required	Milestone by 30/11/2014	Milestone by 31/12/2014	Milestone by 31/01/2015	Milestone by 27/02/2015	Milestone by 31/03/2015	Milestone by 30/04/2015	Milestone by 31/05/2015	Milestone by 30/06/2015	Officer	Final Compliance Date
5.0 COMMUNICATING BC TO STAFF														
Communication information	5.1 Provision of information	Staff need to be able to access all relevant BC information. **Ref; BC audit point 10. Ref; priority point 8 of the 2012 BC Strategy**	(1) The Corporate Business Continuity Website to hold all updated BC Plans and the over-arching Plan together with information on how to comply with them. Assistance available from Corporate Support and Comms.	N/A	N/A	N/A	Plans published on website for: - Strategy & Corporate Services • Asset Management • Accountancy • Business Transformation Customer Services • Call Centre • Communications • Council Tax and Housing Benefits • ICT Support Services • Corporate Support • Electoral Registration • Legal • Printing Services	N/A	Plans published on website for: - Planning, Development & Prosperity • Planning • Land Charges • Building Control Borough Health, Safety & Localism • Environmental Health • Licensing • Community Services • CCTV • Corporate Health and Safety • Business Continuity and Emergency Planning • Health and Wellbeing Housing Street Scene & Environment • Depot Parking	N/A	N/A	N/A	EH	31/03/15
	5.2 Training of staff	Staff require training regarding the importance of BC and what is expected of them under the Plans. **Ref; BC audit point 7. Ref; priority points 4 and 8 within the BC Strategy of 2012**	(1) To invite staff by calendar invite to training sessions.	N/A	N/A	N/A	**Invites to training sent out by this date**	N/A	N/A	N/A	N/A	N/A	EH	31/01/15
			(2) To deliver training.	**Preparation for training**	**Preparation for training**	**Preparation for training**	**Preparation for training**	**Preparation for training**	**Training delivered by w/c 23.03.15**	N/A	N/A	N/A	EH	31/03/15

	Objective	Goal	Tasks	Work required	Milestone by 30/11/2014	Milestone by 31/12/2014	Milestone by 31/01/2015	Milestone by 27/02/2015	Milestone by 31/03/2015	Milestone by 30/04/2015	Milestone by 31/05/2015	Milestone by 30/06/2015	Officer	Final Compliance Date
6.0 BC AWARENESS														
Informing the Public and Businesses	**6.1 To ensure local businesses are prepared should an incident occur**	To produce guidance for businesses as to how to be prepared for events. Ref; priority point 4 of the 2012 BC Strategy	(1) To produce hard copy and internet based information for buinesses	**Preparation**	**Preparation**	**Preparation**	**Preparation**	**Preparation**	**Preparation**	**To produce hard copy and internet based information for buinesses**	N/A	N/A	EH	**30/04/15**
	6.2 To ensure the public are prepared should an incident occur	To produce guidance for public as to how to be prepared for events. Ref; priority point 4 of the 2012 BC Strategy	(1) To produce hard copy and internet based information for the public.	**Preparation**	**Preparation**	**Preparation**	**Preparation**	**Preparation**	**Preparation**	**To produce hard copy and internet based information for the public.**	N/A	N/A	EH	**30/04/15**
	6.3 Awareness seminars for businesses	To hold awareness seminars for business to explain how they can increase their resilience. Ref; priority point 5 of the 2012 BC Strategy	(1) To invite businesses to training sessions and to contact them where able through local Chambers of Commerce.	N/A	N/A	N/A	N/A	**Send out training invite to businesses**	N/A	N/A	N/A	N/A	EH	**31/01/15**
			(2) To deliver training.	**Preparation for training**	**Preparation for training**	**Preparation for training**	**Preparation for training**	**Preparation for training**	**Training delivered**	N/A	N/A	N/A	EH	**30/06/15**

	Objective	Goal	Tasks	Work required	Milestone by 30/11/2014	Milestone by 31/12/2014	Milestone by 31/01/2015	Milestone by 27/02/2015	Milestone by 31/03/2015	Milestone by 30/04/2015	Milestone by 31/05/2015	Milestone by 30/06/2015	Officer	Final Compliance Date
7.0 RESOURCES FOR BC														
Resource	**7.1 Availability of resource**	Additional resource will be discussed with Finance, however, it will be determined if monies within the Emergency Planning budget may be diverted in to this area of work. **Ref; BC Audit point 12.**	If the DEPO is unable to provide sufficient resourse to BC (two days per week) then additional FTE will be required.	**An additional resource has been obtained though Elaine Hanlon.**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	MS	**Completed**

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8.0 COMMUNITY PLANS														
Parish Plans	**8.1 To produce Parish BC Plans**	There are no up to date BC Plans for the Parishes	To develop BC plans for all parishes	**Attended a course on how to determine risks within the Parishes and obtain a Parish BC Template**	**Preparation of Parish Plans**	**Preparation of Parish Plans**	**Preparation of Parish Plans**	**Preparation of Parish Plans**	**Preparation of Parish Plans**	**Preparation of Parish Plans**	**Preparation of Parish Plans**	**Finalising Parish Plans**	MS/SW	**31/07/15**

Version 14.0