

Business Continuity Policy **2019/20**

Not Protectively Marked

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Introduction

This policy promotes the development and maintenance of Business Continuity (BC) plans that ensure, as far as is reasonably practicable, Mid Sussex District Council (MSDC) can continue to carry out its civil protection functions and maintain critical services in the event of an emergency or disruption in compliance with the Civil Contingencies Act (CCA) 2004.

Policy Statement

Mid Sussex District Council (MSDC) will implement this policy across all areas of the organisation to ensure the provision of its statutory duties and critical services during times of disruption. In developing this policy, MSDC has followed the guidance contained within Chapter 6 of the Emergency Preparedness Manual (Cabinet Office, 2012) and the International Organisation for Standardisation (ISO) 22301.

In order to remain effective, this policy should be reviewed every two years, following significant organisational changes or a disruptive incident.

MSDC Risk Management

The Business Continuity Management (BCM) and strategic risk management arrangements for MSDC are overseen by the Council's Corporate Safety and Risk Management Group, and Emergency Planning Manager. However, all MSDC members and staff are committed to the Council's BCM programme and promoting organisational resilience.

Procedure

Introduction

Business continuity can be defined as *"The capability of an organisation to continue the delivery of products or services at acceptable levels following a disruptive incident."* (BCI GPG, 2018).

Under the Civil Contingencies Act 2004, Local Authorities, as Category 1 responders, have a statutory duty to maintain BC plans and promote BCM. Therefore, this policy has been devised to promote the development and maintenance of BCM within MSDC. A lexicon of BC terms can be found in Appendix A.

Aim

The aim of this policy is to support MSDC to, as far as is reasonably practicable, continue to deliver its statutory duties during times of disruption in accordance with the Civil Contingencies Act (CCA) 2004.

Objectives

- Identify activities and processes that are essential to delivering MSDC's critical services
- Understand the impact of their disruption or loss.
- Anticipate risks to their delivery, with the purpose of mitigating them
- Create and maintain adaptable and tested plans that restore activities to pre-determined levels during and following times of disruption. Scope

BC Plans will define the scope of the incidents that they are intended to address. These types of incidents will generally fall into two categories:

- Localised event – something that impacts the district, which may be resolved by the activation of a single plan or part of a plan, without the need to activate a county wide response.
- County-wide event – something that affects the wider area, for example major power outage or a complete IT infrastructure failure.
- Minor- interruption affecting small number of services for a short period of time – e.g. a one day strike, single office failure, short-term power cut or weather event. These may stretch resources beyond a normal operational response and require tactical co-ordination.
- Major- interruption affecting the whole organisation and possibly the wider area for a longer period of time – loss of Oakland’s office facilities, prolonged strike action, flu pandemic or a raising of the national threat level. Such incidents would require strategic oversight from senior management and other emergency plans may also be invoked.

It is impractical to generate plans for every possible scenario; therefore, plans should pertain to the most common areas affected by disruption. These are:

- Loss of access to a main building (e.g. fire, flood, extreme weather)
- Substantial reduction in staff (e.g. industrial action, pandemic flu, Noro virus)
- Loss of IT systems.
- Loss of data, vital or sensitive records.
- Loss of utilities.
- Loss of specialist equipment / specialist staff.

Corporate Priorities and Core Business Activities

The Corporate Priorities are:

- Corporate Priorities – (Better Lives, Better Environment, Better Services)
- Customer Service Standards
- Statutory Duties (i.e. Waste Collection, Revenues and Benefits)
- Financial Performance

The Core Business Activities are:

- 1. Preservation of life and the protection of vulnerable people**
- 2. Respond to major incidents and emergencies**
- 3. Provide statutory council services**
- 4. Warning and informing the public**

Benefits

Effective BCM will enable MSDC to:

- Identify, mitigate and manage risks to its operations
- Improve its capability to deal with disruptions
- Continue to provide critical services to the public during a disruption
- Effectively utilise available personnel, facilities and resources
- Efficiently support the return to a state of normality after a period of disruption
- Protect the reputation of the Council
- Protection of residents during an incident

Responsibilities

The roles and responsibilities concerning the Council's Business Continuity Policy are contained in Appendix B.

Business Continuity Planning Process

The initial steps of developing an effective BCM programme consist of conducting a Business Impact Analysis (BIA) and Risk Assessment. Refer to Appendix C for details of the planning process, and Appendix D for the BC plan template

The Council will ensure that key staff (BULs) are suitably trained in BCM and have participated in an internal and service specific exercises.

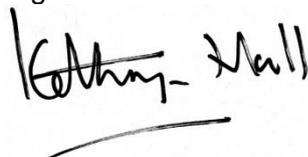
Completed Business Continuity Plans

Once completed and validated by an exercise, which should take place at least once a year or following a live activation, all BC plans will be made accessible to MSDC staff via The Wire (Policies and Procedures) and the Council's shared M-Drive

Contact

For more information on MSDC's BC policy or BCM programme, please contact the Emergency Planning Manager: emergencies@midsussex.gov.uk

Signed CEO



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