



Scrutiny Board

17 March 2015

Report title	Business Continuity Report	
Cabinet member with lead responsibility	Councillor Paul Sweet Governance and Performance	
Wards affected	All	
Accountable director	Linda Sanders, People	
Originating service	Public Health and Wellbeing	
Accountable employee(s)	Ros Jervis	Service Director, Public Health & Wellbeing
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Report to be/has been considered by	N/A	

Recommendation(s) for action or decision:

The Board is asked to review and comment on the business continuity planning progress outlined in this paper.

1.0 Purpose

1.1 The purpose of this briefing paper is to:

- Define Business Continuity Planning and the legal requirement to undertake it
- Explain the approach to its governance within WCC
- Provide an overview of planning progress over the last 12 months

2.0 Definition and legal requirement

2.1 The Civil Contingencies Act 2004 requires WCC as a 'Category 1' responder to perform seven duties that seek to improve the resilience of the Council and our local community. One of these duties is to:

2.2 "maintain plans for the purpose of ensuring, so far as is reasonably practicable, that if an emergency occurs the person or body is able to continue to perform his or its functions" (Civil Contingencies Act 2004, Section 2(1)c.)

2.3 The plans to maintain functions are known as Business Continuity Plans and they are designed to be utilised when an emergency overwhelms the Council's existing response arrangements and cannot be dealt with within existing resources or procedures.

3.0 Governance

3.1 All work to meet the duties under the Civil Contingencies Act is overseen by the Resilience Board. This Board is chaired by the Director of Public Health and attended by senior representatives from key services such as ICT, Facilities and Communications.

3.2 Following a risk assessment and gap analysis conducted in Jan 2014, the Resilience Board work plan was produced to meet aims and objectives that address the key resilience capability gaps that were identified.

4.0 Work Plan

4.1 The following aim and objectives from the Resilience Board's work plan relate to business continuity.

4.2 **Aim:**

To improve the Council's ability to maintain delivery of critical services during a disruptive event.

4.3 **Objectives:**

1. To progress and improve the Council's existing business continuity programme management.
2. To sign off the existing Business Impact Analysis and rank the existing priority functions.

3. To determine the Council's business continuity response strategy.
4. To develop a programme for exercising, maintaining and reviewing the Council's business continuity arrangements.

4.4 Good progress has been made towards meeting these objectives over the past year with all but one (number three) of the programme's key deliverables being achieved.

4.5 **Key Deliverables:**

1. A business continuity governance structure with appointed leads and accountable officers.
2. A list of the Council's priority functions that has been signed off by the Resilience Board.
3. A suite of plans ranging from the strategic to individual service level.
4. Appropriate communications and coordination systems to manage disruption and recover services.
5. A Wolverhampton City Council training and exercise programme.

5.0 Service Resilience – Business Continuity Planning System

5.1 The main issue that the programme currently faces is with the development of a new ICT system that will be used to improve our approach to service level planning. The system, known as Service Resilience, is being developed in-house and will be linked to the Council's staff records held on Agresso. It will be a browser based system that enables automated updates that reduce the planning burden on Service Heads and improves the utility of the plans during incident response.

5.2 The Sharepoint Team within ICT are developing the system and believe that a workable prototype will be ready for piloting within the next quarter. Further information about Service Resilience is available in appendix 1.

6.0 Financial Implications

6.1 All work to improve business continuity is being undertaken in house utilising existing budgeted resources.

[GE/02032015/Z]

7.0 Legal Implications

7.1 The improvements to planning, resources and training that are associated with this report will enable Wolverhampton City Council to comply with the Civil Contingencies Act (2004).

[RB/02032015/Q]

8.0 Equalities implications

8.1 Equality issues will be assessed during delivery of the plans and procedures associated with this report.

9.0 Environmental implications

9.1 There are no specific environmental implications arising from this report.

10.0 Human resources implications

10.1 There are no direct financial implications arising from this report.

11.0 Corporate landlord implications

11.1 There are no corporate landlord implications arising from this report