

Item: 17

Policy and Resources Committee: 25 September 2018.

Business Continuity Management Policy.

Report by Executive Director of Corporate Services.

1. Purpose of Report

To consider the updated Business Continuity Management Policy.

2. Recommendations

The Committee is invited to note:

2.1.

That the existing Business Continuity Management Policy, approved by Council in March 2015, is reviewed biennially.

2.2.

That the Business Continuity Management Policy has been updated to reflect best practice and changes to job titles.

It is recommended:

2.3.

That the updated Business Continuity Management Policy, attached as Appendix 1 to this report, be approved.

3. Background

3.1.

The Civil Contingencies Act 2004 established a legislative framework for civil protection in the UK and places clear duties on organisations preparing for and responding to emergencies.

3.2.

The Act lays a duty upon Scottish Category 1 responders, including Orkney Islands Council, to “maintain plans which relate to more than one emergency or more than one kind of emergency”. This includes maintaining plans to ensure business continuity.

3.3.

The Business Continuity Institute has developed global guidelines on development of business continuity management to build organisational resilience. As part of those guidelines, they promote the formulation of a Business Continuity Management Policy.

3.4.

The policy provides the framework for maintaining arrangements to ensure compliance with statute. It requires Executive Directors and Heads of Service to ensure that all functions within the service areas they lead are within the scope of a service area recovery plan and business continuity arrangements which are reviewed and exercised regularly.

4. Business Continuity Policy

4.1.

On 22 June 2010, the Policy and Resources Committee received a progress update on business continuity management. The Committee subsequently recommended approval of the first Business Continuity Management Policy.

4.2.

On 17 February 2015, the Policy and Resources Committee recommended approval of the Business Continuity Management Policy 2015 to 2017.

4.3.

The policy is due for review biennially and is generally updated to reflect best practice and changes to job titles. Accordingly, the revised policy, attached as Appendix 1 to this report, has been amended to include updates from the Business Continuity Institute 2018 Guidelines and to include the Chief Executive and the Head of IT and Facilities.

4.3.1.

The policy has been amended to reflect that the Chief Executive has overall responsibility for business continuity arrangements; while the Head of IT and Facilities will provide assistance to the Executive Director of Corporate Services in the management of business continuity. It also includes reference to the Chief Officer, Orkney Health and Care in the responsibilities conferred on Executive Directors with regard to business continuity.

5. Equalities Impact

An Equality Impact Assessment has been undertaken and is attached as Appendix 2 to this report.

6. Corporate Governance

This report relates to the Council complying with its statutory obligations and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

7. Financial Implications

7.1.

There are no financial implications arising directly from this report.

7.2.

Having well documented risk management and business continuity arrangements has contributed to savings in the Council's insurance premiums. Effective Business Continuity Management helps the Council to minimise the impact of any interruption to service delivery.

7.3.

Any actions arising from Business Continuity activity that are likely to incur additional revenue or capital expenditure will require to be considered through the Council's normal budget approval processes.

8. Legal Aspects

In terms of Section 2 of the Civil Contingencies Act 2004 the Council must maintain plans for the purpose of ensuring, so far as is reasonably practicable, that if an emergency occurs the Council is able to continue to perform its functions.

9. Contact Officers

Gillian Morrison, Executive Director of Corporate Services, extension 2103, Email gillian.morrison@orkney.gov.uk.

Hayley Green, Head of IT and Facilities, extension 2309, Email hayley.green@orkney.gov.uk.

Malcolm Russell, Safety and Contingencies Manager, extension 2255, Email malcolm.russell@orkney.gov.uk.

10. Appendices

Appendix 1: Business Continuity Management Policy.

Appendix 2: Equality Impact Assessment.



Business Continuity Management Policy

1. Introduction

This policy provides the framework within which Orkney Islands Council will ensure compliance regarding its duties in relation to Business Continuity, in accordance with statute and relevant guidance.

2. Definition of Business Continuity

For the purpose of this policy, business continuity is defined as the capability of the organisation to continue delivery of products or services at acceptable predefined levels following a disruptive incident.

3. Scope

The policy applies to all activities and functions across all services of the Council.

4. Policy Statement

The Council will maintain a Business Continuity Management System which will:

- Have regard to:
 - The Business Continuity Institute Good Practice Guidelines.
 - Preparing Scotland – Having and Promoting Business Resilience.
- Maintain plans to minimise the impact to Council services whilst responding to any emergency.
- Form part of corporate governance arrangements within the Council.
- Ensure that all Council members, Executive Directors and other staff, and those working voluntarily or under contract to the Council are:
 - Aware of this policy at a level of detail appropriate to their role.
 - Aware of the requirement to comply with it.
 - Through the provision of appropriate resources (including induction, training and support), enabled to fulfil any role they are assigned in connection with business continuity management.
- Where products or services are outsourced, ensure that conditions relating to the business continuity arrangements of providers are included in such a contract and such arrangements are included within the scope of the Council's business continuity plans.

5. Benefits

This policy provides a clear commitment to business continuity management. During normal business and at times of heightened activity, effective business continuity will enable the Council to:

- Continue to provide critical services to the public in times of disruption.
- Make best use of personnel and other resources at times when both may be scarce.

- Reduce the period of disruption to the Council and our communities.
- Resume normal working more efficiently and effectively after a period of disruption.
- Comply with standards of corporate governance.
- Improve the resilience of the Council's infrastructure to reduce the likelihood of disruption.
- Reduce the operational and financial impact of any disruption.
- Comply with its legal duties.

6. Roles and Responsibilities

6.1.

The **Chief Executive** will retain overall responsibility for Business Continuity arrangements within Orkney Islands Council. He / she will ensure the Business Continuity Management System is subject to appropriate audit.

6.2.

The **Executive Director of Corporate Services** is responsible for:

- The Business Continuity Management System.
- Ensuring roles, responsibilities and processes in relation to Business Continuity Management are documented and appropriately assigned.
- Ensuring adequate resources are available within Corporate Services to provide advice and support to the management of all Council Services in discharging their responsibilities to Business Continuity.
- The review of this policy biennially or following a significant change to its content.

6.3.

All Executive Directors and the Chief Officer of Orkney Health and Care will ensure:

- Business Continuity Plans exist across their service areas.
- Adequate resources are made available within their respective service areas to maintain business continuity arrangements.
- Business Continuity Plans are reviewed and updated biennially.
- Business Continuity Plans are exercised, as a minimum, annually.
- All service staff are aware of and, where appropriate, trained in their role in any business continuity arrangements.
- Where products or services are outsourced, any contract is subject to considerations relating to the business continuity arrangements of the Council and the ability of the supplier to meet these conditions.
- A Business Impact Analysis is carried out in respect of their respective service areas. These analyses will be reviewed biennially or following a significant change:

- To products or services relative to that service.
- Outsourcing activity providing that product or service.
- Service or Council priorities.
- Legal or Regulatory requirement.

6.4.

The **Head of IT and Facilities** will provide assistance to the Executive Director of Corporate Services in the management of the Business Continuity Management System.

6.5.

The **Safety and Contingencies Manager** will:

- Ensure there is appropriately trained staff to provide advice or assistance in the Business Continuity Management System.
- Report on Business Continuity activity across all services to the Senior Management Team, annually.
- Ensure Business Continuity arrangements are integrated with Corporate Performance and Risk Management.

7. Minimum Standards

7.1.

Service areas will carry out an initial Business Impact Analysis which will be reviewed biennially or following significant change as described in paragraph 6.3. above.

7.2.

This policy will be reviewed biennially.

7.3.

Business Continuity Plans will be reviewed and updated following exercise activity, or biennially.

7.4.

Business Continuity Plans will be exercised annually.

7.5.

Staff will be made aware of their involvement in Business Continuity arrangements and where necessary, provided with appropriate training.

7.6.

Business Continuity arrangements will be considered where products or services are outsourced.

7.7.

Business Continuity will be incorporated with Performance and Risk Management.

7.8.

Business Continuity arrangements will be subject to appropriate audit.

8. Legal Aspects

The Civil Contingencies Act 2004, Section 2 (1)(c) places a duty on all Category 1 responders, including Local Authorities, to 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.

Document control Sheet

Review/Approval History

Date	Name	Position	Version Approved
	Les Donaldson	Civil Contingencies Officer	V1.0

Change Record Table

Date	Author	Version	Status	Reason

Status Description

Final – The document is complete and is not expected to change significantly. All changes will be listed in the change record table.



Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. Identification of Function, Policy or Plan	
Name of function / policy / plan to be assessed.	Revised Business Continuity Management Policy.
Service / service area responsible.	Corporate Services.
Name of person carrying out the assessment and contact details.	Hayley Green, Head of IT and Facilities.
Date of assessment.	4 June 2018.
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	Existing.

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	That the Council's Business Continuity Management Policy is amended to reflect best practice and changes in job titles.
State who is, or may be affected by this function / policy / plan, and how.	Elected members and officers who are responsible for the implementation of the policy.
How have stakeholders been involved in the development of this function / policy / plan?	The revised Business Continuity Management Policy has been discussed and approved by the Council's Senior Management Team.
Is there any existing data and / or research relating to equalities issues in this policy	No.

area? Please summarise. E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).	
Could the function / policy have a differential impact on any of the following equality strands?	(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).
1. Race: this includes ethnic or national groups, colour and nationality.	None identified.
2. Sex: a man or a woman.	None identified.
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	None Identified.
4. Gender Reassignment: the process of transitioning from one gender to another.	None identified.
5. Pregnancy and maternity.	Reasonable adjustments may be required following the implementation of business continuity arrangements.
6. Age: people of different ages.	None identified.
7. Religion or beliefs or none (atheists).	None identified.
8. Caring responsibilities.	None identified.
9. Marriage and Civil Partnerships.	None identified.
10. Disability: people with disabilities (whether registered or not).	Reasonable adjustments may be required following the implementation of business continuity arrangements.

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No.
How could you minimise or remove any potential negative	Personal Emergency Evacuation Plans are in place for those affected.

impacts?	
Do you have enough information to make a judgement? If no, what information do you require?	Yes.

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken?	N/A.
Who will undertake it?	N/A.
When will it be done?	N/A.
How will it be monitored? (e.g. through service plans).	N/A.

Signature:



Name: Hayley Green

Date: 4 June 2018

(BLOCK CAPITALS).

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at hrrsupport@orkney.gov.uk