

Item: 16

Policy and Resources Committee: 21 June 2022.

Business Continuity Management Policy.

Report by Corporate Director for Neighbourhood Services and Infrastructure.

1. Purpose of Report

To consider a revised 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 October 2018, is reviewed biennially.

2.2.

That, although a review was carried out and prepared for consideration by the Policy and Resources Committee in late 2020, due to the emergency arrangements extant at that time, the Business Continuity Management Policy was not presented for biennial review.

2.3.

That the Business Continuity Management Policy has now been updated to reflect best practice and the new management structure.

It is recommended:

2.4.

That the updated Business Continuity Management Policy, attached as Annex 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 Category 1 responders, including Police Scotland, Scottish Fire and Rescue, NHS Orkney, Scottish Ambulance Service, HM Coastguard, SEPA and 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 management policy provides the framework for maintaining arrangements to ensure compliance with statute. It requires Corporate Directors and Heads of Service to ensure that all functions within the service areas they lead are within the scope of a recovery plan and business continuity arrangements which are reviewed and exercised regularly.

3.4.

The Council’s business continuity arrangements have been continually tested since the start of the pandemic in March 2020. Since this time, all services have instigated their arrangements which have been escalated according to the demand.

4. Revised Business Continuity Management Policy

4.1.

On 25 September 2018, the Policy and Resources Committee recommended approval of the Business Continuity Management Policy.

4.2.

Although a review was carried out and prepared for consideration by the Policy and Resources Committee in late 2020, due to the emergency arrangements extant at that time, the Policy was not presented for biennial review.

4.3.

The policy, attached as Annex 1 to this report, has been generally updated to reflect best practice and amended to include changes arising from the recent management restructure.

5. 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.

6. Financial Implications

6.1.

There are no financial implications arising directly from this report.

6.2.

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 of service delivery.

6.3.

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.

7. 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.

8. Contact Officers

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9. Annex

Annex 1: Business Continuity Management Policy.



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:

4.1.

Have regard to:

- The Business Continuity Institute Good Practice Guidelines.
- [Preparing Scotland – Having and Promoting Business Resilience.](#)

4.2.

Maintain plans to minimise the impact to Council services whilst responding to any emergency.

4.3.

Form part of corporate governance arrangements within the Council.

4.4.

Ensure that all Council members, Corporate 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.

4.5.

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 **Corporate Director for Neighbourhood Services and Infrastructure** 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 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 Corporate Directors 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 the activity providing that product or service.
 - Service or Council priorities.
 - Legal or Regulatory requirement.

6.4.

The **Head of Property, Asset Management and Facilities** will provide assistance to the Corporate Director for Neighbourhood Services and Infrastructure in the management of the Business Continuity Management System.

6.5.

The **Safety and Resilience 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 Corporate Leadership 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
25.9.18	P&R		V1.0
22.9.20	P&R		V1.1
21.01.22	SMT		V1.2

Change Record Table

Date	Author	Version	Status	Reason
03.07.20	Les Donaldson	V1.1	FINAL	Biennial update.
21.01.22	Les Donaldson	V1.2	FINAL	Biennial update.

Status Description

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