



# **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             |
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## Change Record Table

| Date | Author | Version | Status | Reason |
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## Status Description

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