

## **Item 10 – Business Continuity Planning**

The attached report was considered by the Economic & Community Development Advisory Committee, relevant minute extract below:

### Economic & Community Development Advisory Committee – 21 October 2014 (Minute 21)

The Head of Parking and Surveying Services gave a presentation on the revised Business Continuity Plan which incorporated recommendations from a recent audit that included five key recommendations. The plan provided a framework for the Council to continue to deliver services at acceptable predefined levels following a disruptive incident.

Members were advised that Business Impact Assessments for each service function of the Council had been undertaken on the criticality of each function. These were classed into one of four categories ranging from functions that had to be operated within 24 hours, 1 to 3 days, 3 to 7 days and those which could be left for over 7 days. The criticality of each function depended on statutory responsibility, legal agreements, financial implications and reputational damage. There were 24 critical functions that had to be operated within 24 hours.

In response to questions Members were advised that ‘denial’ was a term used for something that the council did not have and were given the example of the telephony systems being down. Members were also advised that if there was a pandemic flu outbreak, resources would be moved around the Council to maintain the critical services which could include staff working across different teams.

### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

**Resolved: That it be recommended to Cabinet** that the revised Business Continuity Plan and Strategy be approved.