

## **Business Continuity Plan**

### **1 Purpose of Report**

- 1.1. To seek approval for the Business Continuity Plan

### **2 Recommendations**

- 2.1 That the Business Continuity Plan be approved.**

### **3 Links to the Corporate Business Plan**

- 3.1 There are no direct links to the Corporate Business Plan priorities but it is essential that emergencies are managed as part of good governance and risk management.

### **4 Background information**

- 4.1 The Civil Contingencies Act (CCA) 2004 placed an obligation on all local authorities to provide a Business Continuity Plan. Similarly the Act requires councils to provide support to businesses in developing their business continuity plans.
- 4.2 In terms of the latter, the four District Councils of Wiltshire have entered into arrangements with the County Council to deliver the requirements of the CCA Act imposed on local authorities. These are delivered as part of an 'Emergency Planning' function that prior to the CCA Act coming into effect in 2005, was traditionally the responsibility of the County Council as far as Wiltshire is concerned.
- 4.3 However, each local authority is required to produce their own Business Continuity Plan. It is this plan that is now before the Executive for approval.

### **5. Business Continuity Plan (BCP) Details**

- 5.1 The plan is favoured around keeping mission critical services running within 72 hours of an emergency situation. These mission critical services are identified within the plan.
- 5.2 The plan can be involved in part or in full depending on the scale and extend of an emergency. Provision is made for decisions to be made if a situation is likely to lead to a longer period of disruption.
- 5.3 Delivery of the plan is centred on key staff that are identified in the plan. As key decisions will need to be made, all members of the Corporate Management Board and other senior staff at head of service level will be called on as appropriate.
- 5.4 A copy of the plan is attached as Appendix A to this report. The appendices reported in the report itself are not published as they comprise information and data that will not be available to the public.
- 5.5 A draft version of the Business Continuity Plan has been to both the Council's internal auditors and the District Auditor. Comments made have been addressed in the version under consideration.

**6 Financial Implications**

- 6.1 It is inevitable that any disaster will have financial implications, the scale and extent of which cannot be quantified, and will only be known after an event. However, the plan aims to minimise losses including those of a financial nature.

**7 Legal Implications**

- 7.1 The Council's legal obligations will be met if the Business Continuity Plan is approved.

**8 HR Implications**

- 8.1 Training will be required to ensure relevant staff are familiar with procedures and implementation of the plan.

**9 Equal Opportunities Implications**

- 9.1 None directly arising from this report

**10 Community and Environmental Implications**

- 10.1 The Business Continuity Plan makes arrangements for dealing with emergencies to ensure the continuity of services to the benefit of our local community. There are no direct environmental implications

**REPORT OF THE STRATEGIC MANAGER CUSTOMER SERVICES TO THE EXECUTIVE  
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