

**CYNGOR SIR POWYS COUNTY COUNCIL**

**AUDIT COMMITTEE**

**25 April 2014**

**REPORT AUTHOR: David Powell, Strategic Director Resources**

**SUBJECT: Update Report on Business Continuity Management (BCM)**

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**REPORT FOR: Information**

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**1.0 Summary**

**1.1** An update has been requested by the Audit Committee on Business Continuity Management within the Authority following to Audit Committee on 17 January, 2014.

**1.2** The report outlines a temporary response pending a permanent solution that will either require collaboration with another organisation or the creation of a post.

**2.0 Background**

**2.1** At the previous committee it was confirmed that the Civil Contingences Act (CCA) 2004 places a number of statutory duties on the Council as a dedicated Category 1 (Main) Responder under the Act. One such duty is Business Continuity Management (BCM). This is a management process to ensure that critical key services (often referred to as 'Red Services') continue in the event of a disruption or declared Major Incident or Event (CCA refers).

**2.2** Until early 2013 BCM work was undertaken by the post of Risk & Resilience Manager. As a cost cutting measure this post was not filled. However the BCM work was not formally reallocated. As a consequence the Corporate Business Continuity Plan (BCP (Intranet Page 2127)) was not reviewed in March 2013 and the present status of Service Area BCPs needs to be addressed.

**2.2** It is important to have a robust BCM measures in place. Without these measures PCC will have an indirect impact on the above partner agencies (i.e. a failure by Adults Services would indirectly impact Health (PtHB)).

**2.3** The Strategic Director Resources was briefed and has been kept updated by the Internal Audit Manager and the Principal Emergency Planning Officer.

**3.0 Proposal**

**3.1** Since the Audit Committee of 17 January the following steps have been taken:-

- a)** Discussions have taken place with other organisations to explore joint arrangements. However this is a process that will take some time to establish. It is not ruled out as an option but will not provide a quick resolution to this issue. Discussions continue but following budget

reductions in other local authorities the capacity to meet the requirement may be less than in previous years.

- b) As an interim measure the Internal Audit Manager has taken on a temporary oversight of risk management in order to advise the Strategic Director Resources of the position around significant risks. This can only be a temporary measure as a longer term engagement of the Internal Audit Manager would compromise the requirement for the post to act in a way that challenges risk management across the authority.
- c) In order to address the BCM deficit an appointment is being sought from the redeployment register for a period of 4 months to carry out this essential work. The individual will need the required organisational skills and the temporary post will report direct to the Strategic Director Resources to ensure the work has sufficient profile. The Principal Emergency Planning Officer will be main day to day contact to provide advice. Support from other organisations can be facilitated (such as Dyfed-Powys LRF)
- d) The proposal is that each service area will have a single point of contact / Lead Officer to be identified by all Heads of Service. This is of critical importance as Service Areas must complete their own Impact Analysis, and not expect to have them completed on their behalf (which has been the historical problem).
- e) Successful output will be completion of all Impact Analysis and Service Area and Corporate Business Continuity Plans

#### 4.0 **Statutory Officers**

##### 4.1 Chief Finance Officer's comments:

The Strategic Director Resources (Section 151 Officer) has been made aware of the issue and has reported to management team on this key issue. The proposed piece of work will be funded from an internal contingency.

The Solicitor to the Council (Monitoring Officer) has made the following comment:

Solicitor to the Council's comments to follow.

#### 5.0 **Future Status of the Report**

Not applicable

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>That the Audit Committee comments on the approach being taken to meet BCM requirements</b>	<b>To meet the requirements under the Civil Contingencies Act</b>

<b>Relevant Policy (ies):</b>	
<b>Within Policy:</b>	<b>Y / N</b>
<b>Within Budget:</b>	<b>Y / N</b>

<b>Relevant Local Member(s):</b>	<b>Not Applicable</b>
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<b>Person(s) To Implement Decision:</b>	
<b>Date By When Decision To Be Implemented:</b>	

Contact Officer Name:	Tel:	Fax:	Email:
David Powell	01597826729		David.Powell@powys.gov.uk