



DERBY CITY COUNCIL

**AUDIT AND ACCOUNTS
COMMITTEE
7 DECEMBER 2006**

ITEM 14

Report of the Corporate Director -
Resources and Housing

BUSINESS CONTINUITY ARRANGEMENTS

RECOMMENDATION

- 1.1 That the report be noted.

SUPPORTING INFORMATION

- 2.1 At its meeting on 25 October 2006, this Committee requested that a report be brought to the December meeting to update members on the progress being made within the Council on Business Continuity. Appendix 2 is a report from the Emergency Planning Manager which provides an update on progress made to date.
- 2.2 The Audit and Accounts Committee's role includes assessing the effectiveness of the Council's risk management arrangements and this includes the development of business continuity arrangements.

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Background papers: *Derby City Council Business Continuity Strategy and Operational Plan*
List of appendices: Appendix 1 - Implications
Appendix 2 – Business Continuity Update

IMPLICATIONS

Financial

1. None directly arising.

Legal

2. None directly arising.

Personnel

3. None directly arising.

Equalities impact

4. None directly arising.

Corporate objectives and priorities for change

5. The functions of the Committee have been established to support delivery of corporate objectives by enhancing scrutiny of various aspects of the Council's controls and governance arrangements.

BUSINESS CONTINUITY – UPDATE

Background

Derby City Council has developed business continuity arrangements including a Business Continuity Strategy, Operational Plan and a programme for validating the arrangements. The purpose of the Strategy and Plan is to support the Council in anticipating risks in order to reduce or manage these and to have flexible arrangements in place to minimise disruption when unplanned events interrupt normal business.

The Civil Contingencies Act 2004 placed a duty on local authorities to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions during any disruptive challenge. The above arrangements meet that requirement.

The process used to develop the arrangements was through a business impact analysis to:

- Identify and evaluate risks that could adversely affect the Council.
- Ensure appropriate control measures are in place to mitigate against the consequences.
- Assess the likelihood and impact of the risks on the Council.

In preparing these arrangements the process has taken account of the Community Risk Register and the Council's Strategic Risk Register.

The Council has identified its key functions and interdependencies. It has corporately agreed the priorities of functions for restoration in the event of disruption or loss of service.

The Plan sets out management structures and communications mechanisms to ensure an appropriate response to any disruption.

The Strategic Risk Group (SRG) oversees the business continuity development process in the Council.

Progress to Date

The Council's Business Continuity Plan was issued in December 2005.

The Business Continuity Strategy is supported by the Operational Plan. The Strategy outlines the purpose and puts business continuity in the context of the overall work of the Council. This document is available on the Council's website.

The Operational Plan details the priority functions of the Council and the strategic and operational framework for managing service disruption.

Both of these documents were updated and reissued in November 2006 to take account of the revised Council structure. Strategies have been included for ITC, human resources, accommodation and communications. The Plan includes a framework for the Council's response to the threat of influenza pandemic as this is highlighted as a high risk in the Community Risk Register.

Future Development

The Plan will be reviewed every six months to ensure that the information is current and in order to incorporate further developments.

The business continuity development programme includes: the development of service area plans and development of procurement and records management strategies.

Business critical systems have been identified and arrangements are being put in place to ensure that there are procedures for those critical systems along with a testing programme that will be documented for audit purposes.

Training and Exercises

Training has been carried out for those officers who have responsibility for developing the Plan or who have a response role in the management structure. Business continuity awareness raising sessions are taking place during the process of developing the service area plans.

A business continuity management response exercise, based on an influenza pandemic is due to be held in February 2007.