

Subject:	Resilience Plan - Major Incident and Corporate Business Continuity Plan 2011 and Policy Document		
Date of Meeting:	13 October 2011		
Report of:	Strategic Director, Resources		
Lead Member:	Cabinet Member for Communities, Equalities & Public Protection		
Contact Officer:	Name:	Robin Humphries	Tel: 29-1313
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Key Decision:	Yes	Forward Plan No: CAB24147	
Wards Affected:	All		

FOR GENERAL RELEASE**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 This plan replaces the Corporate Business Continuity Plan 2008 and the City Major Incident Plan 2009, and introduces a policy for the application of business continuity.
- 1.2 The Cabinet is asked to approve the plan.

2. RECOMMENDATIONS:

- 2.1 That Cabinet notes and approves sections 1, 2, and 3 of the plan and the policy document at appendix 1.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Civil Contingencies Act 2004 places a statutory duty on local authorities to have plans in place to respond to any civil emergency or business continuity incident that may affect that authority.
- 3.2 In previous year's two plans have been produced one for emergency response and one for business continuity. These two plans have now been combined into one 'response' plan to cover the escalation process and management of any incident.
- 3.3 The 2011 plan is also revised to include the revised council structure.
- 3.4 The plan is produced in four sections. Sections 1, 2 and 3 are to be approved by Cabinet and are available to the public. Section 4 contains operational and confidential information and is therefore only issued to those with an operational need for the information

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 The plan has been produced following consultation with internal departments that are affected by the contents.
- 4.2 The plan complies with the requirements of the British Standards Institute (BS25999) relating to business continuity, and the requirements of the Sussex Resilience Forum.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The full cost of producing the Major Incident and Corporate Business Continuity Plan has been met from within the existing revenue budget. There is a limited revenue budget available for Emergency Planning, so in the event of a major incident additional funding would need to be found from contingency reserves.

Finance Officer Consulted: Karen Brookshaw Date: 30/03/11

Legal Implications:

- 5.2 The duties imposed on the council by the Civil Contingencies Act 2004, relevant to the Major Incident and Corporate Business Continuity Plan 2011, are referred to at paragraph 3.1 above and in more detail in Section 1 of the Plan itself (see Appendix 1).
- 5.3 The council's functions in relation to emergency planning and business continuity, including the council's functions under the Civil Contingencies Act 2004, are executive functions delegated to the Cabinet Member for Communities, Equalities and Public Protection. The Cabinet Member therefore has authority to agree the recommendations at paragraph 2 above.

Lawyer Consulted: Oliver Dixon Date: 27/05/11

Equalities Implications:

- 5.4 An equalities impact assessment has been undertaken and has been forwarded to the Equalities and Inclusion Officer, and will be available for public viewing using standard processes. Sections 1, 2 and 3 of the plan are not greatly impacted by equalities issues, however section 4 of the plan (not before the Cabinet Member) do require more EIA as they are produced.

Sustainability Implications:

- 5.5 Sustainability implications have been considered throughout the plan. Most implications are considered in section 4 of the plan, where longer term resilience issues and careful monitoring to ensure the response can meet the demand will be required.

Crime & Disorder Implications:

5.6 Not applicable

Risk and Opportunity Management Implications:

5.7 The Risk and Opportunity Manager has been consulted and taken an active part in the preparation of this plan, and the accompanying Community Risk Register.

Corporate / Citywide Implications:

5.8 Strategic Director, Charlie Stewart, has been consulted during the preparation of this plan and continues to oversee all work being undertaken by the Civil Contingencies Team.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

6.1 Any amendments, or clarification requested by the Cabinet Member will be considered.

7. REASONS FOR REPORT RECOMMENDATIONS

7.1 The Civil Contingencies Act 2004 places a statutory duty on Local Authorities to have both emergency and business continuity plans in place

7.2 The contents of these plans will meet the needs of the act and ensure compliance

SUPPORTING DOCUMENTATION

Appendices:

1. 2011 Resilience plan

Documents In Members' Rooms

None

Background Documents

None

