

<b>Policy and Resources Committee Meeting</b>	
<b>Meeting Date</b>	5 <sup>th</sup> February 2025
<b>Report Title</b>	Business Continuity Policy
<b>EMT Lead</b>	Emma Wiggins, Director of Regeneration and Neighbourhoods
<b>Head of Service</b>	Charlotte Hudson, Head of Housing and Communities
<b>Lead Officer</b>	Graham Seeley, Resilience Officer (Maidstone BC) Uche Olufemi, Enterprise Risk & Resilience Manager
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	1. For Policy and Resources Committee to agree the adoption of the Business Continuity policy.

## **1 Purpose of Report and Executive Summary**

- 1.1 This report is to provide an update on the business continuity arrangements for the council and seek agreement to adopt a new Business Continuity Policy. Adoption of the BC policy will enhance resilience by establishing clear objectives and scope of business continuity efforts, ensuring that all critical services are identified and prioritised.

## **2 Background**

- 1.1 One of the council's duties under the Civil Contingencies Act 2004 is to put in place Business Continuity Management arrangements. The BC policy will aim to achieve the following:
- Outline SBC's commitment and approach to BC management.
  - A framework for developing, implementing, and maintaining business continuity plans, ensuring a consistent approach across the council.
  - Ensure compliance with relevant standards and regulations, such as ISO 22301, and integrates business continuity into the council's governance structure.
- 1.2 The council currently does not have a BC policy. The EP&R team are currently supporting services across the council to carry out their business impact analysis to identify key risks and other impacts which will help in the development of business continuity plans and arrangements. The current BC review programme aims to achieve the following over the next 4 months.
- Approval of the BC Policy.
  - Business Impact Analysis (BIA) for all key services across the council.

- Review and updating of all Business Continuity Plans.
- Activities to embed the BC policy and arrangements across the council such as running BC clinics.
- Design and delivery of a business continuity exercise for the critical services to rehearse and test their BC arrangements.

### **3 Proposals**

3.1 For Policy and Resources Committee to agree the adoption of the BC policy.

### **4 Alternative Options**

4.1 Not adopting this Business Continuity Policy – This option is not recommended as without this Policy being in place, building a culture of good practice which embraces business continuity will be harder to achieve across the council.

### **5 Consultation Undertaken or Proposed**

5.1 Consultation on the proposed BC Policy has taken place with the following:

- Stephanie Curtis – Community Services Manager
- Charlotte Hudson – Head of Housing & Community Services
- Uche Olufemi – Enterprise Risk & Resilience Manager (Maidstone BC)
- The Emergency Planning & Business Continuity Steering Group have had an opportunity to review and provide feedback on the policy.

### **6 Implications**

<b>Issue</b>	<b>Implications</b>
Corporate Plan	The delivery of effective business continuity arrangements contributes to the council achieving its corporate priorities.
Financial, Resource and Property	There are no financial implications for adoption of this policy. There is an officer resource requirement in ensuring its effective implementation and this is included within the resources already allocated to the Emergency Planning & Resilience Team.
Legal, Statutory and Procurement	This Business Continuity Policy sets out how the Council fulfils its business continuity obligations under the Civil Contingencies Act 2004
Crime and Disorder	The policy will support Swale Borough Council in successfully managing business continuity during disruption, reducing the risk of civil unrest when services are disrupted.

Environment and Climate/Ecological Emergency	No air quality, or climate/ecological emergency implications have been identified at this stage.
Health and Wellbeing	The policy supports the implementation of a well-structured business continuity plan, ensuring the correct actions and safety procedures are followed during periods of disruption.
Safeguarding of Children, Young People and Vulnerable Adults	No safeguarding implications have been identified at this stage.
Risk Management and Health and Safety	This Business Continuity Policy sets out a series of actions that the Council will take to ensure the safe management of business continuity. The implementation of this policy would be a further mitigation measure to ensure SBC has arrangements in place to identify risks and continue delivery of key services during periods of disruption.
Equality and Diversity	No specific equality and diversity implications have been identified at this stage.
Privacy and Data Protection	None identified at this stage

## **7 Appendices**

Appendix 1: Draft Business Continuity Policy

## **8 Background Papers**

None