



Working with the Citizens of Monmouthshire

Business Continuity Management

POLICY STATEMENT



June 2019

1. Business Continuity Management (BCM) Policy Statement

- 1.1 Monmouthshire County Council is committed to putting BCM plans in place to ensure that services are maintained in the event of a service disruption.
- 1.2 We will prepare and maintain plans to ensure that we can continue to deliver our normal functions and our Civil Contingency functions, so far as is reasonably practicable, when faced with a disruption. These plans should be reviewed by service area managers every three years.
- 1.3 Monmouthshire County Council is also committed to giving advice to the Monmouthshire Business Community and to Monmouthshire Voluntary Organisations on how to implement their own Business Continuity Plans.
- 1.4 The business continuity arrangements will be based upon the following:
 - The Business Continuity Good Practice Guidelines (current version)
 - Civil Contingencies Act 2004
- 1.5 The Chief Officer for Resources is the accepted Champion of Business Continuity Management within the Authority.
- 1.6 The Chief Executive and the Senior Leadership Team are responsible for securing consistent application of this policy between directorates.
- 1.7 Chief Officers are responsible for the operation and implementation of this policy within their own directorates while Heads of Service are responsible within their own specific service areas.
- 1.8 Each Head of Service or respective manager will complete Business Continuity plans for their service area and contribute to a two yearly review of the Register of Priority Services.
- 1.9 The scope of these business continuity arrangements have been pre-determined to maintain priority services where if not maintained may have an immediate impact on the health or welfare of MCC residents.
- 1.10 Those services deemed a high priority by completion of Business Impact Assessments (BIAs), have been identified as the most important services to be returned to at least a minimal level, within a defined time period following a disruption or failure.
- 1.11 Contracts for goods and/or services deemed critical by the appropriate service areas to business continuity will include a requirement for MCC to reserve the right to have access and look at, but not necessarily formally review their business continuity plans.
- 1.12 If relevant tenders for critical goods and/or services should include business continuity as an element of the tender evaluation process.
- 1.13 All key staff must be made aware of the plans that affect their service delivery areas and their role following activation of the plan.
- 1.14 There is a requirement to exercise business continuity plans. However, if the plan has been implemented then an exercise is not required.
- 1.15 Emergency Planning will review service area plans with service area managers as and when required.

This policy will be reviewed as and when necessary.