

<b>SUBJECT:</b>	<b>EMERGENCY PLANNING – BUSINESS CONTINUITY REGISTER OF PRIORITY SERVICES</b>
<b>MEETING:</b>	<b>SINGLE MEMBER DECISION – CLLR PETER FOX</b>
<b>DATE:</b>	<b>28<sup>TH</sup> SEPTEMBER 2016</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>COUNTYWIDE</b>

**1. PURPOSE:**

To seek agreement from the Emergency Planning ‘Portfolio Holder’ to the revised and updated MCC Register of Priority Services.

**2. RECOMMENDATIONS:**

The Leader is asked to:

- Agree the attached ‘Register of Priority Services’.

**3. KEY ISSUES:**

Ensuring that the authority continues to meet its Business Continuity responsibilities under the Civil Contingencies Act 2004.

**4. REASONS:**

- Business Continuity planning is a legislative requirement upon the authority under the Civil Contingencies Act 2004. The authority is required to have business continuity plans in place to ensure that it can deliver its priority services during times of disruption. The first stage of Business Continuity planning is to list all services delivered by the authority and rate them according to their criticality in an emergency.
- Following consultation with service managers 215 services have been recognised as being delivered by the council. A ‘priority rating’ calculation has been carried out for each of these services and 42 have been recognised as falling into the highest priority band, i.e. a vital service that must be continued to be provided, without disruption.
- The register is updated every 2 years and the current register will form the background for the next stage of the Business Continuity process which is developing Business Continuity plans for all the council’s services.
- The Register was approved by SLT in April 2016. It is accepted that the Register is a ‘snapshot in time’ however since April it has been amended to reflect the recent re-organisational changes. This only affected where services sit within the organisation, not what is actually delivered. It must also be recognised that services can become critical in emergency/seasonal situations depending on the incident or disruption and that the Register can then be revisited and Priority 1 services re-confirmed as per the circumstances.

**5. RESOURCE IMPLICATIONS:**

There are no resource implications.

**6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):**

No Future Generations Evaluation is required as the report is for agreement on the revised and updated Register only.

**7. CONSULTEES:**

Ian Hardman – Emergency Planning Manager

Tracey Harry – Head of People & Information Governance

Claire Marchant – Director of Social Care, Safeguarding & Public Health & MCC BCM  
Champion

Agreed by SLT on 19<sup>th</sup> April 2016

**8. BACKGROUND PAPERS:**

A revised copy of the MCC Register of Priority Services is attached/ embedded in this document.

**9. AUTHOR:**

Ian Hardman, Emergency Planning Manager.

**10. CONTACT DETAILS:**

Tel: 01633 644092, E-mail: [ianhardman@monmouthshire.gov.uk](mailto:ianhardman@monmouthshire.gov.uk)