

SUBJECT:	EMERGENCY PLANNING – BUSINESS CONTINUITY MANAGEMENT POLICY STATEMENT
MEETING:	SINGLE MEMBER DECISION – CLLR PHIL MURPHY
DATE:	7th AUGUST 2019
DIVISION/WARDS AFFECTED:	COUNTYWIDE

1. PURPOSE:

To seek agreement from the Emergency Planning 'Portfolio Holder' to the updated MCC Business Continuity Policy Statement.

2. RECOMMENDATIONS:

The Portfolio Holder is asked to:
Review the amended Policy Statement and 'sign off' / amend as necessary.

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 Business Continuity Management (BCM) process (based on the BCM Good Practice Guidelines) requires Monmouthshire County Council to have a clear Policy and Programme Management in place. The policy reflecting the BCM parameters which MCC have agreed to work within which is then implemented via the 'Programme' through an ongoing cycle of BCM activities.
- The last review of the BCM Policy statement was in 2013 with a 'review as and when necessary' timeframe. To keep in line with current good practice and ensure this remains a strategic statement concisely outlining purpose, context, scope and governance, the revised Policy is now a simple one page statement reflecting what MCC will do and not how it will be done. This gives clear messages to Elected Members, staff, partner agencies and third party companies on expectations of our ongoing commitment to BCM and deliverables.
- There has never been a separate document for the MCC BCM Programme. However, again in line with current guidance a Programme has been adopted by SLT detailing how the authority delivers BCM, encompassing an aim, objectives, scope, roles and responsibilities and general 'implementation and programme management'.
- Emergency Planning have delivered a number of events promoting Business Continuity and continue to support service areas with various elements of BCM delivery. The recent work around BREXIT has again highlighted the importance and significance of BCM, which in turn has generated positive dialogue with service area managers and the provision of an updated Policy Statement and whole authority BCM Programme will provide the clarity requested around 'who is responsible' for the various elements attributed to BCM.

- Hence, in summary the agreement of the updated Policy Statement, illustrating the intentions and direction of the organisation in regards to BCM, will ensure compliance with the BCM good practice guidelines and the Civil Contingencies Act legislation.

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 updated Policy Statement only.

7. CONSULTEES:

Ian Hardman – Emergency Planning Manager

Tracey Harry – Head of People

Peter Davies – Chief Officer, Resources & MCC BCM Champion

Agreed by SLT on 25th June 2019

8. BACKGROUND PAPERS:

An updated copy of the Business Continuity Policy Statement is attached/ embedded in this document. A copy of the BCM Programme is also embedded for information.



Draft MCC BCM
Policy June 2019.docx



MCC BCM
Programme June 2019

9. AUTHOR:

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