

Allerdale Borough Council

Audit Committee – 26 November 2018

**Allerdale House Business Continuity Plan Update**

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<b>The Reason for the Decision</b>	To update the Committee of the actions undertaken following previous Committee meeting held on 24/09/2018
<b>Summary of options considered</b>	N/A
<b>Recommendations</b>	That the report is accepted subject to any additional information that the Committee may require.
<b>Financial / Resource Implications</b>	N/A
<b>Legal / Governance Implications</b>	Acceptance of this report has no legal implications.
<b>Community Safety Implications</b>	Acceptance of this report has no Community Safety implications.
<b>Health and Safety and Risk Management Implications</b>	Acceptance of this report has no Health and Safety implications. Consideration should be given to the activities reported and how they contribute to the organisations Risk Management Framework
<b>Equality Duty considered / Impact Assessment completed</b>	Acceptance of this report has no Equality Duty or Assessment implications.
<b>Wards Affected</b>	N/A
<b>The contribution this decision would make to the Council's priorities</b>	Acceptance of the report would contribute to the Council's Business Continuity Plan.
<b>Is this a Key Decision</b>	No
<b>Portfolio Holder</b>	
<b>Lead Officer</b>	Peter McAleavey, Project Manager Programme Office, 01900 702955 <a href="mailto:peter.mcaleavey@allerdale.gov.uk">peter.mcaleavey@allerdale.gov.uk</a>

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## Report Implications

Community Safety	Y/N	Financial	Y/N
Legal	Y/N	Partnership	Y/N
Social Inclusion	Y/N	Asset Management	Y/N
Equality Duty	Y/N	Health and Safety	Y/N
Employment (internal)	Y/N	Employment (external to the Council)	Y/N

## Background Papers

### 1.0 Introduction

- 1.1 The Council's Business Continuity Plan, was discussed at the previous meeting of the Audit Committee held on 24/09/2018, a number of concerns were raised regarding a) the level of priority Business Continuity was afforded within the Council, and b) how the information was disseminated to all members of staff. Commitments were given by the lead officer regarding the proposed changes to internal processes, and how the information would be circulated to staff.  
This report is to provide an update on the progress of those commitments.

### 2.0 Content

- 2.1 In the week prior to the committee meeting agreement was given from the Senior Management Team, that the current BCP4me Business Continuity application, would be withdrawn from use, and replaced by an internally produced Microsoft SharePoint site, this has now been completed.

In response to the concerns raised by the committee, the following actions have been introduced/amended:-

1. Standing item on SMT agenda
2. Heads of Service tasked with ensuring that their department's plans are brought up to date, and regularly monitored.
3. Named member(s) of staff from each department identified as being responsible for collecting and updating information to the Business Continuity site.
4. Regular meetings scheduled with Emergency Planning officer to co-ordinate responses & requirements.
5. All staff and members have access to the plans from a link on the Intranet Homepage (Resources – Corporate - Business Continuity).
6. Standing item on all team meetings agendas.

7. Meeting held with Policy & Communications team to formulate Business Continuity Policy, due to be submitted for SMT approval prior to the end of December 2018.
8. Team meetings to be revisited by lead officer to emphasise the need for all members of staff to be aware of the Business Continuity Plan, and how it affects their role.  
Teams visited to date, Financial Services, Asset Management, Place Development & Housing management team, Legal & Licensing, Electoral Services, Assurance & Audit, Democratic Services, HR, Food Safety & Occupational Health, Environmental Protection.

### **3.0 Customer Satisfaction and Service**

3.1 N/A

### **4.0 Services Delivered as Locally as Possible**

4.1 N/A

### **5.0 Finance/Resource Implications**

5.1 There are no finance implications arising directly from this report

### **6.0 Legal Implications and Risks**

6.1 Acceptance of this report has no legal, health and safety or risk management implications other than the consideration of the Corporate Risks and Issues Log by the Committee in terms of oversight of the effectiveness of Risk Management Framework.

### **7.0 Recommendations**

7.1 That the report is accepted subject to any additional information that the committee may require.

**Peter McAleavey**  
**Project Manager, Programme Office**