

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2pm, 6 December 2012

Rotherham Town Hall

Purpose of paper: Item 8

To provide an update regarding the activities within both Rotherham and Sheffield councils in terms of developing business continuity arrangements, including the on-going development and roll out of BCMShared.

Background information:

Revised Business Continuity Management structures have been put in place within both councils, including a corporate management group with the strategic responsibility for the effective management of each council's BCM activities. Within each council, a revised BCM policy & strategy has been agreed in principle. Underpinning this work is a project initiation document which is supported by both councils' management groups.

Key issues:

Key points to note include:

- Training on how to use BCMShared, the expectations and information required is on-going, a significant number of departments across both councils have received this training and are currently working on gathering base line information, refreshing and updating information prior to actual input into the system. Both councils are working to a deadline of March 2013 to have a corporate BC plan in place, however achieving this deadline is dependent on departments populating the system.
- BCM ELearning has gone live in Rotherham council and employees are being encouraged to complete this training to gain a generic and basic knowledge of BCM - why the council has it in place and the benefits of having effective BCM arrangements. Colleagues within SCC (managing ELearning packages) have advised that there is currently a wholesale review of manager competencies and this package would be suitable, if adapted to be promoted as a mandatory module for managers and with this in mind is not available as yet. The outcome of this review is anticipated early next year.

- Planning for specific contingencies corporately is on-going - a revised framework for managing a fuel disruption has been issued, pandemic Influenza plans, severe weather plans and recovery plans are all being refreshed and reviewed to incorporate newly issued guidance.

Conclusion:

The ultimate goal for this work is the development of fit for purpose robust business continuity arrangements across all departments of both councils and overarching corporate structures in place to respond to a significant BC disruption. The work currently being carried out with individual departments underpins the successful achievement of this objective.

Recommendations:

The contents of the report are noted and continued support provided.