

# Briefing Paper

## Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2pm, 11 June 2013

Rotherham Town Hall

### **Purpose of paper: Item 10**

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:**

The approach to internal Business Continuity Management, has over the last 18 months been reviewed and updated to reflect ISO22301, the management standard for Business Continuity, which replaced BS25999 (the latter was officially withdrawn in November 2012) and other examples of good practice – including those identified in house.

Part of this refresh includes the establishment, in RMBC of a Director led *Corporate Business Continuity Management Group* and in SCC of a Director led *Corporate Resilience Management Group*, to not only ensure the corporate strategic needs of both authorities are addressed but also to manage any significant disruption that has the potential to disrupt either authorities' ability to deliver its critical functions.

Another aspect to this review was the in house development of *BCMShared* to assist in the management of both authorities' business continuity arrangements.

### **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 authorities have received this training and are currently working on gathering base line information, refreshing and updating information, as well as actually inputting into the system. Both authorities were working to a deadline of March 2013 to have a corporate Business Continuity plan in place, however achieving this deadline has been difficult and, unfortunately, is behind schedule within both authorities and needs to be renegotiated.

- Version 1 of *BCMShared* was taken off line week ending 31 May and Shared Service staff are working to migrate data to version 2. For technical reasons, this has proved to be more prolonged than originally planned for and it is anticipated that version 2 will go 'live' week commencing 10 June.
- BCM ELearning has gone live in both RMBC and SCC 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.
- 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 authorities and overarching corporate structures in place to respond to a significant Business Continuity disruption. The work currently being carried out within individual departments underpins the successful achievement of this objective.

**Recommendations:**

Members are asked to:

- (1) To note this report.