

# Annual Business Continuity Report

Date: 17<sup>th</sup> December 2021

Report of: Director for Resources

Report to: Consultative Meeting of Members of the Corporate Governance and Audit Committee

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## What is this report about?

### Including how it contributes to the city's and council's ambitions

- The purpose of this annual report is to provide the Corporate Governance & Audit Committee with assurances relating to the adequacy of internal business continuity management controls currently in place in the council; that they are up to date; fit for purpose; effectively communicated and routinely complied with.
- Business continuity management (BCM) is a process that helps manage risks to the smooth running of an organisation or delivery of a service, ensuring continuity of critical functions in the event of a disruption, and effective recovery afterwards. It is a statutory duty under the Civil Contingencies Act 2004 that all Category 1 responders<sup>1</sup> have Business Continuity Plans (BCP's) in place to be able to continue to deliver critical aspects of their day-to-day functions in the event of an emergency or disruptive incident.
- Business continuity management contributes to the delivery of the outcomes and best city priorities set out in the Best Council Plan. Should the council fail to recover promptly from a major business continuity incident, the achievement of the Best Council Plan will be adversely affected.
- Using the cycle of internal control framework, Members will be provided with an overview of The council's Business Continuity Management arrangements.

## Recommendations

- a) Members are requested to receive this report and the assurances provided within it and the attached appendix 1, noting that the business continuity arrangements are fit for purpose, up to date, are routinely complied with, have been effectively communicated and are monitored.

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<sup>1</sup> Local authorities are Category 1 responders as they have a wide range of capabilities/resources which can be called upon in support of the emergency services during an emergency, including key statutory responsibilities such as environmental health, housing, social services and highways.

## Why is the proposal being put forward?

- 1 To provide assurance to the Committee of the adequacy of the internal business continuity management controls currently in place across the council and to inform them of work in progress to ensure they are kept up to date.
- 2 To provide an overview of the internal controls to ensure that the council's business continuity arrangements continue to maintain alignment with changes to risk and good practice guidance.
- 3 To note and seek comment from the Committee regarding any issues and barriers obstructing the implementation and embedding of the internal business continuity management controls.

## What impact will this proposal have?

### Wards affected:

Have ward members been consulted?  Yes  No

- 4 The report provides assurance to the Committee that Leeds City Council is meeting the regulations and duties of the Civil Contingencies Act 2004.

## What consultation and engagement has taken place?

- 5 Internal: The services or functions assessed as being critical or having critical elements are identified by the Directorate Resilience Groups and/or Directorate Management Teams. These groups meet during the year to discuss business continuity management arrangements and to help ensure that the business continuity plans within their remit are being kept up to date.
- 6 External: The council is fully engaged with the West Yorkshire Resilience Forum and the collaborative working between partner organisations helps meet the requirements of the Civil Contingencies Act 2004.

## What are the resource implications?

- 7 There are no financial or resource implications arising from this report.

## What are the legal implications?

- 8 The Civil Contingencies Act 2004 requires Category 1 responders (including local authorities) to develop and maintain Business Continuity Plans to ensure that they can continue to perform their key services and functions in the event of an emergency, so far as is reasonably practicable.
- 9 Many of the council services having implemented Business Continuity Plans have a duty of care or a regulatory requirement to provide their service. This extends to maintaining services during an emergency or disruptive incident.

## What are the key risks and how are they being managed?

- 10 This report provides assurance on the arrangements within the council to manage business continuity risks. These arrangements are captured within the council's corporate risks on 'City Resilience' and 'Council Resilience' (also known as 'Major incident in the city' and

'Major incident in the council') with regular reporting to the Corporate Leadership Team and annually to the Executive Board.

- 11 Staff with risk and business continuity management responsibilities have a duty to assess the risks and determine the threats to the council and its operations.
- 12 In addition, the West Yorkshire Community Risk Register (derived from the National Security Risk Assessment) compiled and maintained by the West Yorkshire Resilience Forum, informs the development of emergency and business continuity plans and arrangements.

### **Does this proposal support the council's three Key Pillars?**

Inclusive Growth       Health and Wellbeing       Climate Emergency

- 13 The BCM arrangements support each of the council's three pillars. Each pillar has risks that could impact on their achievement and the Policy and Strategy aim to ensure that these risks are identified and managed to prevent their occurrence or to mitigate their impact should they arise.

### **Options, timescales and measuring success**

#### **a) What other options were considered?**

14 Not applicable

#### **b) How will success be measured?**

15 Not applicable

#### **c) What is the timetable for implementation?**

16 Not applicable

### **Appendices**

- 17 Appendix 1: Cycle of Internal Control Framework in relation to Business Continuity Management

### **Background papers**

18 None