



AUDIT AND SCRUTINY COMMITTEE
POLICY AND RESOURCES COMMITTEE

18 JUNE 2024

19 JUNE 2024

CORPORATE BUSINESS CONTINUITY PLAN

Report by Chief Executive

PURPOSE

- 1.1 The purpose of the Report is to seek approval for the Corporate Business Continuity Plan.

EXECUTIVE SUMMARY

- 2.1 Service Business Continuity Plans (BCPs) were reported to Committee in April 2024 and these plans feed into the Corporate Business Continuity Plan which can be found at Appendix 1.
- 2.2 An incident that results in a disruption to service, require continuity strategies to allow critical activities to resume with minimal disruption. Services are asked to prepare BCPs for their critical activities so in the event of service disruption, the BCP can be picked up and actioned immediately.
- 2.3 Service BCPs feed into the Corporate BCP; which in the event of a major incident affecting more than one service, assists the Comhairle Incident Team (Section 6 and 7 of Appendix 1), to deal with the incident effectively minimising disruption to critical services.
- 2.4 A [Business Continuity Management](#) folder is available on SharePoint where Elected Members can view the BC documents. The first step of the BC process is the Business Impact Analysis (BIA) which determines whether a BCP is required. The BIA is held in this folder where it determines that a BCP is not essential to the service.
- 2.5 The Corporate BCP was approved at Corporate Management Team on 21 May 2024 and an update shall be provided to Committee on an annual basis.

RECOMMENDATIONS

- 3.1 **It is recommended that the Comhairle approve the Corporate Business Continuity Plan held at Appendix 1.**

Contact Officer: Rebecca Macleod, Finance and Risk Management Officer
Appendix: Corporate Business Continuity Plan
Background Papers: Report to all Committees April 2024
Report to Policy and Resources and Audit and Scrutiny Committees June 2023

IMPLICATIONS

4.1 The following implications are applicable in terms of the Report.

Resource Implications	Implications/None
Financial	None
Legal	<p>The Civil Contingencies Act 2004 places a legislative requirement to develop and maintain Business Continuity Plans to ensure the Comhairle can continue to deliver services to the public in the event of a significant incident affecting our operations.</p> <p>ISO 22301 specifies requirements to implement, maintain, and improve a management system to protect against, reduce the likelihood of the occurrence of, prepare for, respond to and recover from disruptions when they arise.</p>
Staffing	None
Assets and Property	None
Strategic Implications	Implications/None
Risk	Risk of non-compliance with the Civil Contingencies Act 2004.
Equalities	None
Corporate Strategy	The Corporate Business Continuity Plan assists with successful delivery of the Corporate Strategy in the event of a disruption to business activities.
Environmental Impact	None
Consultation	None