



ALL SERVICE COMMITTEES
POLICY AND RESOURCES COMMITTEE

29-30 APRIL 2025
30 APRIL 2025

BUSINESS CONTINUITY PLANS

Report by Chief Executive

PURPOSE

- 1.1 The purpose of the Report is to update Elected Members on the status of Business Continuity Plans across the Comhairle.

EXECUTIVE SUMMARY

- 2.1 The Corporate Strategy 2024-2027 sets the strategic direction of the Comhairle, and the Service Business Plans (SBPs) demonstrate how this will be achieved. Operational Risk Registers identify risks and control actions, to increase the probability of success and reduce the likelihood of failure
- 2.2 Risks that result in a disruption to service, require continuity strategies to allow service delivery to continue with minimum disruption. Services are asked to prepare a Business Continuity Plan (BCP) for their most critical activities, therefore in the event of an incident that causes disruption, the BCP can be picked up and immediately actioned.
- 2.3 A Business Continuity Plan folder is available on SharePoint where Elected Members can view the most recent documents. The first step of the Business Continuity process is the Business Impact Analysis (BIA) which determines whether a BCP is required. Where the BIA determines that a BCP is not essential to the service, the BIA will be available to view.
- 2.4 The Corporate Business Continuity Plan shall be updated and reported to the next Committee series in June 2025.

RECOMMENDATIONS

- 3.1 It is recommended that the Comhairle note the Report.**

Contact Officer: Rebecca Macleod, Finance and Risk Management Officer
Appendix: None
Background Papers: Business Continuity Plans Report to April 2024 Series of meetings
Corporate Business Continuity Plan Report to June 2024 series



IMPLICATIONS

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

Resource Implications	Implications/None
Financial	None
Legal	The Civil Contingencies Act 2004 legislates that all Category 1 responders have Business Continuity Plans in place.
Staffing	None
Assets and Property	None
Strategic Implications	Implications/None
Risk	Risk of non-compliance with the Civil Contingencies Act 2004. Risks associated with the successful delivery of the Service Business Plans.
Equalities/Child Rights	In achieving Best Value, the Comhairle must be able to demonstrate compliance with all statutory duties in relation to sustainability.
Corporate Strategy	Service Business Plans are aligned with every aspect of the Corporate Strategy 2024-2027.
Environmental Impact	In achieving Best Value, the Comhairle must be able to demonstrate compliance with all statutory duties in relation to sustainability.
Consultation	The Corporate Strategy 2022-2027, which the Comhairle agreed in October 2021, was revised following a Members Seminar and public and partner consultation in 2023. The Corporate Strategy 2024-2027, approved in December 2023, reflects the feedback received.

