

# **Buckinghamshire County Council – Business Continuity Management Policy**

## **Statement of Intent**

**In light of the duty placed on Buckinghamshire County Council under the Civil Contingencies Act 2004, Buckinghamshire County Council recognises and accepts its responsibility to develop and maintain a Business Continuity Management (BCM) programme and plans to safeguard the continuous provision of a high standard of critical public services in the event of anticipated or unexpected disruptive challenges.**

## **Scope**

The BCM Policy underpins corporate support for the BCM programme, which defines how BCM will be structured, implemented and maintained throughout the authority.

The BCM programme will be designed using the British Standard for Business Continuity Best Practice: Part 1 (BS25999-1). Ultimately the BCM Programme will satisfy the Councils compliance with the Civil Contingencies Act 2004 and subsequent regulations and statutory guidance.

The BCM programme will be a cyclical programme that reflects the current organisation structure and legislative responsibilities of the Council.

The BCM policy covers all Buckinghamshire County Council functions at all levels as well as those functions that have been subcontracted to external suppliers, where the overall legal responsibility remains with the authority.

The Council BCM Policy requires subcontractors and suppliers to provide evidence to their contracting Service that they have effective Business Continuity Plans (BCPs) that will ensure the continuation of the contracted service in the event of a disruption to the subcontractor or supplier.

## **Buckinghamshire County Council Business Continuity Management Programme Aim and Objectives**

The aim of the BCM programme is to establish a strategic and operational BCM framework that will ensure that the Council is able to continue to provide its identified mission critical activities in the event of a disruption to normal activities and be able to rapidly restore all activities as quickly as possible, in line with UK best practice.

The objectives of the BCM programme are:

- To identify the BCM infrastructure within the Council.
- To specify the processes and criteria for the BCM process that will identify the Council's Mission Critical Activities.
- To identify the mechanism for assessing resources and risks and the subsequent identification of suitable Service contingency plans to mitigate the risks.
- To identify the process for identifying corporate Business Continuity (BC) strategies.
- To identify the process for Service BC planning.
- To identify specific training and exercising arrangements.
- To outline the method of enhancing awareness of BCM in the Council.

## **Relationship with Risk Management**

Buckinghamshire County Council maintains a corporate Risk Register. Business Continuity Planning is found on the Risk register as a legal requirement. Contingency planning is a control measure ('treat') to mitigate the effects of an assessed risk.