

BUSINESS CONTINUITY POLICY**REPORT OF CHIEF FIRE OFFICER****For Approval****1. PURPOSE OF REPORT**

- 1.1 To provide Members with an updated business Continuity Policy for approval.

2. RECOMMENDATIONS

- 2.1 Members are asked to approve the Business Continuity Policy, set out at Appendix A.

3. INFORMATION

- 3.1 The Civil Contingencies Act 2004 (CCA) requires the Authority to maintain plans that will ensure its ability to activate a business continuity response in the event of an unexpected disruption. The Brigade must ensure that it has prepared, so far as is reasonably practicable, to continue to provide critical services, including emergency response during any serious business interruption.
- 3.2 In order to discharge this duty, the Brigade must consider the potential impacts of business interruptions, amongst other risks. The public has a reasonable expectation that the Brigade will continue to deliver core functions in all but the most extreme of circumstances. Accordingly, there are arrangements in place to respond to a business continuity event.
- 3.3 The Business Continuity Policy sets out the central strategy for the Authority's business continuity arrangements. The Policy sets out specific roles and responsibilities in relation to business continuity and sets out the planning and implementation arrangements, alongside a Recovery Plan.
- 3.4 The Policy is designed to comply with the legislative requirements under the Civil Contingencies Act 2004, which state that Cleveland Fire Authority has a duty to assess risk and effectively mitigate the effects of disruption, loss events or other major incidents that may lead to compromising the ability to perform its statutory functions.

4. SUPPORTING DOCUMENTS

- 4.1 An associated Business Continuity Framework along with an assurance process is in place to support the Policy. The Business Continuity Framework sets out the Brigades Business Continuity Management System (BCMS) and provides structured guidance through a framework of plans.
- 4.2 A Business Continuity Testing and Audit Procedure is in place, which sets out the Brigades approach to testing and includes information about the assurance procedure, alongside a three-year testing plan.

5. SUMMARY

- 5.1 The Policy at Appendix A sets out how the Brigade will deliver its business continuity arrangements, supported by an associated framework and assurance programme.
- 5.2 The Policy will be reviewed annually and performance against the testing programme will be periodically reported to the Executive Leadership Team.

IAN HAYTON
CHIEF FIRE OFFICER

KAREN WINTER
ASSISTANT CHIEF FIRE OFFICER
STRATEGIC PLANNING & RESOURCES