

ABERDEEN CITY COUNCIL

COMMITTEE	Audit, Risk and Scrutiny Committee
DATE	9 th December 2020
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Business Continuity Policy
REPORT NUMBER	COM/20/228
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Vikki Cuthbert
TERMS OF REFERENCE	1.4

1. PURPOSE OF REPORT

To present the updated Business Continuity Policy for approval.

2. RECOMMENDATION(S)

2.1 It is recommended that the Committee:

Approves Business Continuity Policy attached as Appendix (A)

3. BACKGROUND

3.1 The Business Continuity Policy approved in 2017 has been reviewed and updated to incorporate the requirements of the policy template and the guidance produced for policy review.

3.2 The policy has been reviewed in accordance with the policy consultation process including the Risk Board.

3.3 The updated policy will replace the existing Business Continuity Policy. The main areas of change are:

- Elements and references to process and guidance have been removed as these will be included within the supporting documentation.

- Templates and instructions for completion of templates previously included within the policy have been removed as these will be included within the supporting documentation.

3.4 The document serves as a high-level articulation of how the Council will continue to provide critical services during and after a disruptive event and how it provides Business Continuity advice to businesses and voluntary organisations

3.5 The policy will be supported by a number of documents as set out within Section 4 of the policy.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from the recommendations of this report.

5. LEGAL IMPLICATIONS

5.1 Approval of the policy will support the Council's compliance with the Civil Contingencies Act 2004.

6. MANAGEMENT OF RISK

6.1 The policy and supporting document details how the Council implements its Business Continuity plans and arrangements that will allow the Council to mitigate and manage the impact of risks arising from an emergency or disruptive event.

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	The Council is unable to provide services during an emergency or disruptive event.	L	The council's emergency planning and business continuity arrangements are designed to mitigate and manage the effects of an emergency or disruptive event by supporting the activities and processes required to

			respond to such events.
Compliance	As above	L	As above
Operational	As above	L	As above
Financial	As above	L	As above
Reputational	As above	L	As above
Environment/Climate	As above	L	As above

7. OUTCOMES

7.1 The recommendations within this report have no direct impact on the Council Delivery Plan.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Full EHRIA not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

None.

10. APPENDICES (if applicable)

Appendix A – Business Continuity Policy

11. REPORT AUTHOR CONTACT DETAILS

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