

Business Continuity Policy and Business Continuity Management Framework

Summary: The current Business Continuity Policy has been separated into two documents, the Business Continuity Policy and the Business Continuity Management Framework, as part of a review of business continuity documentation and to comply with an audit recommendation.

Options considered: Retaining the current Business Continuity Policy.

Conclusions: Not applicable.

Recommendations: **To adopt the revised Business Continuity Policy and the new Business Continuity Management Framework**

Reasons for Recommendations: To enhance understanding of the Business Continuity Management Framework. To comply with an audit recommendation.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

None

Cabinet Member(s) Cllr Nigel Lloyd	Ward(s) affected All
Contact Officer, telephone number and email: Alison Sayer, 01263 516269, alison.sayer@north-norfolk.gov.uk	

1. Introduction

1.1 As part of an audit of Procurement and Contract Management (NN/21/07), audit recommendation 3 is: 'That management review and update the Business Continuity Plan and other relevant policies in light of the COVID response, including reference to review of contracts.' The suite of Business Continuity documentation has been reviewed.

2. Changes introduced

2.1 The current Business Continuity Policy includes only a short section on the strategic framework and at very high level. To enhance understanding of the Business Continuity Management (BCM) process, and to comply with the audit recommendation, a separate Business Continuity Management Framework has been created which contains more detail on the process

generally, and specifically in relation to suppliers and procurement. The BCM Framework links to the Council's Risk Management Policy and Framework. The Business Continuity Policy has been revised and made more concise.

3. Corporate Plan Objectives

- 3.1 The Business Continuity Management process supports all Corporate Plan objectives; the aim of the Business Continuity Policy is to ensure the Council can continue to fulfil its critical functions in the event of disruption; the aim of the Business Continuity Management Framework is to develop a resilient Council.

4. Medium Term Financial Strategy

N/A

5. Financial and Resource Implications

None

6. Legal Implications

None

7. Risks

None

8. Sustainability

Not applicable

9. Climate / Carbon impact

Not applicable

10. Equality and Diversity

Not affected

11. Section 17 Crime and Disorder considerations

Not applicable

12. Conclusion and Recommendations

The recommendation is to agree to adopt the revised Business Continuity Policy and the new Business Continuity Management Framework.