

Report Title	Business Continuity Policy and Business Continuity Management Framework
Which Committees is this report intended for? (Please state dates)	Governance Risk and Audit Committee Date: 3 Dec 2024
Is the report Exempt?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Why is it exempt?	-
Does the report concern a Key Decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If a Key Decision is it on the Cabinet Work Programme?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Ward(s) affected	All
Responsible Cabinet Member name	Callum Ringer
Contact Officer	Alison Sayer, Resilience Manager
Email address	alison.sayer@north-norfolk.gov.uk
Telephone number	01263 516269
Are there Non-electronic appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
List of Background Papers used in drafting this report which are not published elsewhere (this is now required by law and will need to be included at the start of the report)	2024 Review of BC Policy and BCM Framework, Climate Impact Assessment Tool - justifications
File Location	\\fs\Env Health\Resilience\1 Plans, Policies & Procedures\Business Continuity\BC Policy & Framework

Implications/Risks

Have you identified and explained within the report the implications of the options available to Members? (Implications should include financial, legal and links to the Council's existing policies and strategies)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> None
Have you highlighted the risks to the Council? Financial Implications and Risks to the Council should have their own separate headings. It is not acceptable to simply state that financial implications or risks have been alluded to in the main body of the report.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> None
Have you considered Sustainability issues	

in relation to this report? Sustainability should have its own separate heading. It is not acceptable to simply state that Sustainability has been alluded to in the main body of the report	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> None
Have you considered Equality and Diversity issues in relation to this report? Equality and Diversity should have its own separate heading. It is not acceptable to simply state that Equality and Diversity has been alluded to in the main body of the report	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> None
Have you considered S17 Crime and Disorder issues in relation to this report? Crime and Disorder should have its own separate heading. It is not acceptable to simply state that Crime and Disorder has been alluded to in the main body of the report	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> None

This report has been subject to the following processes:

Consultations with:		
Cabinet Member	<input checked="" type="checkbox"/> Yes	If not please state reason below
Local Member	<input type="checkbox"/> Yes	If not please state reason below
N/A		
S151 Officer	<input type="checkbox"/> Yes	If not please state reason below
N/A		
Monitoring Officer	<input type="checkbox"/> Yes	If not please state reason below
N/A		
Democratic Services	<input type="checkbox"/> Yes	If not please state reason below
N/A		
Communications Manager	<input type="checkbox"/> Yes	If not please state reason below
N/A		
Other Head(s) of Service:		
Others:	Assistant Director Environment and Leisure Service	
Please confirm this report has been signed off by:		
Corporate Leadership Team	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>
The Chief Executive	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>

TITLE OF REPORT HERE

Summary: The Business Continuity Policy and the Business Continuity Management Framework have both been reviewed and updated.

Options considered: Retaining the current Business Continuity Policy and the Business Continuity Management Framework.

Conclusions: Not applicable.

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

Reasons for Recommendations: Minor changes have been made to both documents to align with the Council’s Net Zero 2030 Strategy & Climate Action Plan.

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)

2024 Review of BC Policy and BCM Framework, Climate Impact Assessment Tool - justifications

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

1. Introduction

1.1 The Business Continuity Policy and the Business Continuity Management Framework adopted in December 2022 are subject to review every two years. Both documents have been reviewed.

2. Changes introduced

2.1 The Climate Impact Assessment Tool (CIAT) being trialled by the Council was used during the review. The CIAT is designed to assist officers creating and reviewing policies to consider a range of impacts that a proposed project or policy could have on environmental and social criteria.

2.2 Following advice from the Climate Change Project Officer and after using the tool minor changes were made to both documents; references to printing hard

copies of plans have been removed and managers are encouraged to consider contingency plans that have a reduced climate impact and carbon emissions.

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

Not applicable

5. Financial and Resource Implications

None

6. Legal Implications

None

7. Risks

None

8. Sustainability

See point 9 below

9. Climate / Carbon impact

No net change – see 2024 Review of BC Policy and BCM Framework, Climate Impact Assessment Tool - justifications

10. Equality and Diversity

Not affected

11. Section 17 Crime and Disorder considerations

Not applicable

12. Conclusion and Recommendations

- 3.2 The recommendation is to agree to adopt the both the revised Business Continuity Policy and the revised Business Continuity Management Framework in order to align with the Council's Net Zero 2030 Strategy & Climate Action Plan.