



BUSINESS CONTINUITY PLANS

Report by Chief Executive

PURPOSE

- 1.1 This Report is for noting and seeks to update Elected Members on the status of Business Continuity Management across the Comhairle.

EXECUTIVE SUMMARY

- 2.1 The Corporate Strategy 2022-27 sets the strategic direction of the Comhairle, and the Service Business Plans (SBPs) demonstrate how this will be achieved. Operational Risk Registers identify risks to increase the probability of success and reduce the likelihood of failure and the uncertainty of achieving SBP outcomes.
- 2.2 Risks that result in a disruption to service, require continuity strategies in place to allow the service to continue with minimum disruption to service users. Services are asked to prepare Business Continuity Plans (BCPs) for their most critical activities, therefore in the event of an incident causing service disruption, the BCP can be picked up and immediately actioned.
- 2.3 A Business Continuity Plan folder is available on SharePoint where Elected Members can view the most up-to-date documents. The first step of the Business Continuity process is the Business Impact Analysis (BIA) which determines whether a BCP is required. The BIA will be available to view when it determines that a BCP is not essential to the service.
- 2.4 The Corporate Business Continuity Plan shall be reported to the next Committee series in June 2024.

RECOMMENDATIONS

- 3.1 **It is recommended that the Comhairle note the Report.**

Contact Officer:	Rebecca Macleod
Appendix:	None
Background Papers:	Report to February 2023 Series of meetings Corporate Business Continuity Plan Report to June 2023 Series of meetings

IMPLICATIONS

4.1 The following implications are applicable in terms of the Report.

Resource Implications	Implications/None
Financial	None
Legal	The Civil Contingencies Act 2004 legislates that all Category 1 responders have Business Continuity Plans in place.
Staffing	None
Assets and Property	None
Strategic Implications	Implications/None
Risk	Risk of non-compliance with the Civil Contingencies Act 2004. Risks associated the successful delivery of the Service Business Plans.
Equalities	In achieving Best Value, the Comhairle must be able to demonstrate compliance with all statutory duties in relation to equalities and human rights.
Corporate Strategy	Service business plans are aligned with every aspect of the Corporate Strategy 2024-2027.
Environmental Impact	In achieving Best Value, the Comhairle must be able to demonstrate compliance with all statutory duties in relation to sustainability.
Consultation	The Corporate Strategy which the Comhairle agreed in October 2021 has been refreshed following a Members Seminar and public and partner consultation in 2023. The Corporate Strategy 2024-2027 reflects the feedback received.