



POLICY AND RESOURCES COMMITTEE
AUDIT AND SCRUTINY COMMITTEE

24 SEPTEMBER 2025
25 SEPTEMBER 2025

CORPORATE BUSINESS CONTINUITY PLAN

Report by Chief Executive

PURPOSE

- 1.1 The purpose of the Report is to seek approval for the Corporate Business Continuity Plan.

EXECUTIVE SUMMARY

- 2.1 Service Business Continuity Plans (BCPs) feed into the Corporate Business Continuity Plan (BCP), which is held at Appendix 1. Service BCPs are not published however they are held on SharePoint for Elected Members and Corporate Management Team to view: Business Continuity Management.
- 2.2 An incident that results in a disruption to service, requires continuity strategies to allow critical activities to resume with minimal disruption. Services are asked to prepare BCPs for their critical activities so in the event of a disruption, the BCP can be picked up and actioned immediately.
- 2.3 Services critical activities feed into the Corporate BCP; which in the event of a major incident affecting more than one service, assists the Comhairle Incident Management Team (Section 6 and 7 of Appendix 1), to deal with the incident effectively minimising disruption to critical services. The most recent activation of the Corporate BCP was November 2023 after the cyberattack. The Plan worked well, and the revised version and associated documents have been updated to reflect this incident. The current copy of the Corporate BCP will be available here: Business Continuity Management, for ease of access when required.
- 2.4 The first step of the Business Continuity process is the Business Impact Analysis (BIA) which determines whether a BCP is required. The BIA is held in the Business Continuity Management folder if it determines that a full BCP is not essential to the service.

RECOMMENDATIONS

- 3.1 It is recommended that the Comhairle approve the Corporate Business Continuity Plan.

Contact Officer:	Rebecca Macleod, Finance and Risk Management Officer
Appendix:	Corporate Business Continuity Plan
Background Papers:	Report to all Committees April 2025
	Report to Policy and Resources and Audit and Scrutiny Committees June 2024



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 places a legislative requirement to develop and maintain Business Continuity Plans to ensure the Comhairle can continue to deliver services to the public in the event of a significant incident affecting our operations. ISO 22301 specifies requirements to implement, maintain, and improve a management system to protect against, reduce the likelihood of the occurrence of, prepare for, respond to and recover from disruptions when they arise.
Staffing	None
Assets and Property	None
Strategic Implications	Implications/None
Risk	Risk of non-compliance with the Civil Contingencies Act 2004.
Equalities/Child Rights	None
Corporate Strategy	The Corporate Business Continuity Plan assists with successful delivery of the Corporate Strategy in the event of a disruption to business activities.
Environmental Impact	None
Consultation	None

