



## **AGENDA ITEM: 11**

### **NORTH WALES FIRE AND RESCUE AUTHORITY EXECUTIVE PANEL**

**24<sup>th</sup> September 2007**

#### **Draft Policy – Business Continuity Management**

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#### **Purpose of Report**

- 1.** To enable members to consider the contents of the attached draft policy, for their information and endorsement.

#### **Introduction**

- 2.** The Authority, in regard to the Welsh Assembly Government's Fire & Rescue Authority Risk Reduction Plan guidance document 'Wales a Safer Country', gave a commitment in its Risk Reduction Plan 2007 – 2008 that adequate business continuity plans would be developed and put in place. The attached document is the culmination of work that has taken place to meet that commitment and reinforces the Authority's commitment to enhance resilience in Service Delivery.

#### **Information**

- 3.** Business Continuity can be defined as the strategic and tactical capability of the organisation to plan for and respond to situations and business disruptions, in order to continue business operations at an acceptable pre-defined level.



### **Information** *(continued)*

- 4.** The draft policy sets out the arrangements in place to ensure that core functions are protected. This is detailed in Section 7 of the document.
- 5.** The Business Impact Analysis, referred to in Section 9, relates to the risk assessment process already conducted, which identifies major threats, existing control measures and measures which need to be put in place in order to reduce or remove risk.
- 6.** The draft also includes arrangements which may be put in place in the event of a major absence of staff, together with the essential actions required to be done by some of the Service's key functions, should the policy require to be invoked (Appendix 1).
- 7.** An initial Business Impact Analysis, referred to in Section 9, has already been completed and forms the basis on which the policy has been produced. This analysis enables risks and threats to be identified and prioritised. It is intended to disseminate this information to the relevant Heads of Department to enable specific risks or threats to be addressed. It will also be used to inform departmental business planning for the forthcoming financial year.
- 8.** Other important features of the draft policy include arrangements for exercising and reviewing the currency of the plan.

### **Recommendation**

- 9.** That members endorse the contents of the attached draft policy and associated appendices.