



Meeting	Performance and Resources Board	Agenda Item	
Meeting Date	30 September 2019	Report Number	
Report Author:	Resilience Manager		
Presented By	Director of Innovation, Risk & Future Development		
Subject	Business Continuity Programme		
Type of Report:	Information		

1. RECOMMENDATIONS

1.1 The Performance and Resources Board is asked to note:-

- a) the exercising process for Fuel Supply Disruption and Power Outage
- b) the Business Continuity Programme 2019/2020.
- c) the Service wide Business Continuity Plan discussion event.

2. BACKGROUND

2.1. This report sets out on how ECFRS will continue with a programme of work which will ensure successful embedding of business continuity into day to day business of the Service. The Service has Business Continuity (BC) plans in place for all departments, however, the Service needs to do more so far as challenging those plans on their effectiveness, via exercises and other methods, to ensure they are both fit for purpose and adequately communicated with staff.

3. OPTIONS AND ANALYSIS

3.1. *Fuel Supply Disruption Exercise*

The Service will run a full day live exercise around the subject of fuel supply disruption. This would look to include a reduction and/or restriction of flexi officer and pool car use; reduced movement of staff; diminishing use of bunkered fuel supplies for refuelling vehicles as well as local fuel stations. This will allow for challenges around reduced fuel use which may not have previously been considered to be identified. The proposed Date for the exercise to take place is Wednesday 22nd April 2020.

3.2 *Power Outage Exercise*

The Service to run a full day live exercise around the subject of a regional power failure. To include switching off mains power supply to all Service sites for the duration of the exercise; switching off generator supply to Control for a specified duration within the exercise. This will allow for a more informed understanding of the capabilities of Service site located Uninterruptable Power Supplies, Generator Capacity at Control (KP Site only) and what challenges the Service will face during a power outage, and which may not have previously been identified. Proposed Date for the exercise to take place is Monday 6th July 2020.

3.3 *Business Continuity Programme 2019/2020 Update*

Members are asked to note the refreshed BC Programme in **Appendix A**.

3.4 *Service Wide Business Continuity Plan Discussion Event*

Members of P&R are asked to note the Service wide Business Continuity Plan discussion event. SLT will ensure a strategic overview and agreement for priority use of systems, property and resources in a BC Incident for plan writers to incorporate into their Departmental/Station BC Plans. This session is taking place on Monday 4th November, 1300-1600 in FF37 and FF38 (SHQ).

4. BENEFITS AND RISK IMPLICATIONS

Having sound business continuity arrangements is a statutory responsibility of a Category 1 Responder under the Civil Contingencies Act 2004. The Business Continuity Adviser seeks to ensure that the Service is confident in the organisational resilience and the management of business continuity through full engagement by the SLT and all ECFRS managers in their business continuity responsibilities. Internal Audit will visit within the Action Plan cycle for a BC audit in the near future.

5. FINANCIAL IMPLICATIONS

None at this stage.

6. EQUALITY AND DIVERSITY IMPLICATIONS

None at this stage.

7. WORKFORCE ENGAGEMENT

The SLT is urged to engage with business continuity.

8. LEGAL IMPLICATIONS

None at this stage.

Appendix A to the Business Continuity Report October 2019

Month	Detail
July 2019	Focus Group 1 to look at the Business Continuity Plan template and associated training PowerPoint
August 2019	Focus Group 2 to look at the Business Continuity Plan template and associated training PowerPoint
September / October 2019	6 scheduled training sessions to deliver Business Continuity and Plan Writing to all staff who require it
September – December 2019	One to one support available for analysis and plan writing
October 2019	Table top exercise for Infectious Disease Plan
November 2019	Service Wide Business Continuity Plans to look at the generic table top and live exercise scenarios for validating business continuity plans
December 2019	Deadline for all completed Business Continuity Plans submitted to Business Continuity Advisor
December 2019 – February 2020	All departments/stations to use a generic table top exercise to validate business continuity plan Support available from business continuity advisor
January – March 2020	One to one support available for updating plans if required following first exercise
February 2020	Table top exercise for Severe Weather Plan
March – May 2020	All departments/stations to use a generic live exercise to re-validate business continuity plan following any updates Support available from business continuity advisor
April 2020	Live exercise for Fuel Supply Disruption Plan
April – June 2020	One to one support available for updating plans if required following second exercise
June 2020	Deadline for all validated Business Continuity Plans, signed off by Director submitted to Business Continuity Advisor
July 2020	Live exercise for Power Outage Plan
May – July 2020	Collation of department business continuity plans to revise strategic business continuity plan
July 2020	Submission of Strategic Business Continuity Plan to SLT Department Business Continuity Plans presented to SLT