

Humberside Fire Authority
26th March 2007

Report by the
Chief Fire Officer & Chief Executive

HUMBERSIDE FIRE AUTHORITY BUSINESS CONTINUITY PLAN

INTRODUCTION

1. The Civil Contingencies Act (CCA) 2004 requires all category 1 responders to maintain plans to ensure that they can continue to exercise their functions in the event of an emergency. In order for the Fire Authority to meet this statutory requirement a first draft of the overall Service Business Continuity Plan has been produced. The plan is a living document and will be subject to constant review and update.

BACKGROUND

2. The Corporate Management Team approved the Service Business Continuity Policy/Strategy on the 31st of May 2006. The document sets down the foundations for Business Continuity planning within the service. Training and awareness seminars have been attended by Fire Authority Members and Service Managers in the past year and Member Champions have been consulted and updated on the planning process. *Generic* Business Continuity Plans have been produced that apply service wide as well as specific plans that relate to individual *Critical Functions* within the service.
3. The planning process entailed an impact analysis of external and internal risks to critical service delivery. *External risks* are detailed within the Community Risk Register' produced by the Humber Local Resilience Forum, examples of these risks include severe flooding and pandemic Influenza. *Internal Risks* are contained within the Corporate Risk Register and examples include the threat of industrial action and damage to the reputation of the service.
4. The plan is currently a first draft and therefore a dynamic document, incorporating areas that require further development. Member guidance and approval will be required on particular aspects of the planning process. The first stage in the process is for the Authority to approve the overall plan (any further development will follow the same methodology). Once the plan has been approved and further developed it must be tested to ensure it is fit for purpose.
5. It is a statutory requirement under the CCA to test Business Continuity Plans. Options for testing the plan are currently being explored within the service these include peer review, external review and an exercise scenario. Some elements of the plan such as Control evacuation and the back up power supplies at SHQ are already subject to rigorous test procedures.

FINANCIAL AND RESOURCE IMPLICATIONS

6. Financial and resource implications have been minimal to date as the process has been managed within the service. Existing procedures have been updated or revamped with no substantial new investment required. It is difficult to predict in advance what the implications of a business continuity event will be, but effective Business Continuity planning seeks to minimise these. The Autonomy to make dynamic decisions regarding the use of resources (including financial) is crucial to effectively managing a business continuity event.

EQUALITY IMPACT ASSESSMENTS

7. There are no equality or diversity implications attached to this report.

RISK MANAGEMENT

8. Business Continuity has a direct relationship with risk management and may reduce levels of Corporate Risk. It is now a standing item at the Active Risk Team Meetings.

RECOMMENDATIONS

9.
 - (a) that the respective Member Champions convene with the service lead officer to discuss the detail of the plan; and
 - (b) that a revised version of the plan is submitted for member consideration at the May meeting of the Authority

K L MARSHALL

Officer Contact: ACO Mazen Khuri, Director of performance and Operational Support
☎ 01482 567416

Background Papers: Business Continuity Plan (hard copy) ACO Khuri to confirm

Humberside Fire & Rescue Service Headquarters
Summergroves Way
Kingston upon Hull

ACO (S)/NM/EML (Rep677 NM.doc)
14th March 2007