



EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE **24 SEPTEMBER 2018**

Subject:	East Midlands Shared Services Business Continuity Plan		
Corporate Director(s)/ Director(s):	Laura Pattman – Strategic Director of Finance, Nottingham City Council (NCC) Chris Tambini – Director of Corporate Resources, Leicestershire County Council (LCC)		
Report author and contact details:	Jill Turner – Business Development Manager East Midlands Shared Services 01163055308 Jill.turner@emss.org.uk		
Key Decision	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Subject to call-in <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Summary of issues (including benefits to citizens/service users):			
This report seeks approval for the EMSS Business Continuity Plan.			
Exempt information:			
The appendix to this report is exempt from publication under paragraph 3 of Schedule 12A to the Local Government Act 1972 because it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) and, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.			
It is not in the public interest to disclose this information because of the sensitive nature of the business affairs referred to in the report. For the avoidance of doubt, this exemption applies such that the report is exempt from publication by both Nottingham City and Leicestershire County Councils.			
Recommendation(s): The EMSS Joint Committee is requested to:			
1 To approve the EMSS Business Continuity Plan.			

1. REASONS FOR RECOMMENDATIONS

- 1.1. To provide assurance to Joint Committee that EMSS has robust business continuity arrangements.

2. OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 2.1 Both partners require all departments to have business continuity arrangements to ensure the uninterrupted provision of services. EMSS has worked with leads from both councils to review their approaches and requirements. The EMSS plan includes the essential elements of the partners' methodologies for business continuity planning.

3. BACKGROUND

- 3.1 Business continuity planning is an important component of sound business management. EMSS has worked with colleagues from Leicestershire and Nottingham to update our business continuity plan to ensure that all aspects of our service could be made without disruption.
- 3.2 The plan contains the information that any EMSS manager would need to respond to a major incident, specific plans include:
 - Loss of a major building
 - Loss of Oracle full system
 - Loss of Oracle limited functionality
 - Loss of Email
 - Loss of telephony
 - Loss of servers / major loss or disruption of data access
 - Loss of staff
 - Loss of BACS system
- 3.3 The plan details how to respond to the specific risks identified in 3.2 as well as other non-specific issues. It contains information on how to escalate issues as well as templates to record actions taken during incidents.
- 3.4 It also includes contact details for all managers and staff, key contacts and stakeholders as well as suppliers of key systems.
- 3.5 The plan was last tested in October 2017 when an exercise was run for FSC managers based around the loss of Loxley House as a work base. The plan is next due for testing in the autumn with an exercise based at Leicestershire.
- 3.6 All managers are issued with a copy of the plan as well as key stakeholders.
- 3.7 Currently, EMSS receives its Business Continuity support from LCC's service. The Head of EMSS also sits on their Silver Response Team, receiving updates and training as appropriate.

4. FINANCIAL COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

None.

5. LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

5.1. None

6. SOCIAL VALUE CONSIDERATIONS

6.1. None

7. EQUALITY IMPACT ASSESSMENT (EIA)

None

8. LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

8.1. None

9. PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

9.1. None

10. OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

11.1 Business Continuity and Emergency Planning