

- 2.2 The Emergency Planning work that was required was primarily with regard to both the Response and Recovery Plans. This work is in hand and progressing steadily, but due to current and a previous lack of resources this hasn't progressed as quickly as the department would have liked. The majority of the emergency planning recommendations are being addressed as they form part of the work being undertaken in conjunction with Devon County Council and 6 of the Devon district authorities. Torbay Council is a member of Devon Emergency Planning Scheme (DEPS), where the aim is to standardise the plans across Devon. Although this in principle is the right approach, for the response plan in particular this has added to the workloads in the short term.
- 2.3 Business Continuity however was identified as a fundamental weakness. Work on this been the priority so the limited resources have been partially diverted away from emergency planning. The challenge is that most BCP's were out of date or in some cases absent. The Senior Emergency Planning Officer, with some support has been working with SLT representatives, Risk Management and IT to agree an over arching approach to risk. In February 2018 SLT agreed a new Corporate Business Continuity Strategy and a series of recommended actions to review the Critical Functions, which are the basis of business continuity; to complete the review of the plans; to validate them through exercises and lastly to embed business continuity into the organisation.
- 2.4 SLT had previously agreed to an additional permanent post, which is currently being interviewed for. This has taken a little time as the first round of interviews the Council didn't appoint as there wasn't considered to be a candidate that has sufficient experience of the role required.
- 2.5 The new post holder will be responsible for driving this work, with over sight from the Senior Emergency Planning Officer (SEPO) and Environmental Health Manager, which will allow the SEPO to pick up the other outstanding issues in the Audit amongst other key work. A proportion of the initial audit work has already been done with most business continuity plans having already been reviewed, however there is significant work to risk assess the critical functions, agree them, finish the plans, validate and test them and alongside to embed the concept across the organisation. This work is still likely to take at least 12-18 months to complete but possibly longer.

Tara Harris
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Appendices

Appendix 1 Corporate Business Continuity Strategy 2018
Appendix 2 Corporate Business Continuity Strategy Appendix A Flowchart

Documents available in members' rooms

None

Background Papers:

The following documents/files were used to compile this report:

Audit Committee Report Emergency Planning and Business Continuity February 2017