Office to the Police and Crime Commissioner

BUSINESS CONTINUITY PLAN: POLICY

Title	Business Continuity Plan
Area of Compliance	Business and Compliance
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Senior Lead	Chief Executive
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Revision History

Date	Revision	Change	Section	Review Date
30 January 2016	1.0	New Document		June 2016

1. Definition of Business Continuity Management

Business Continuity Management is defined as a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience with the capability for an effective response that safeguards the interest of its key stakeholders, reputation and value creating activities.

These impacts or 'crisis' include:

- Building or site incidents: for example, flood, snow, fire, terrorist attack on buildings affecting access to or from buildings and sites
- Infrastructure incidents: for example, loss of computer / telephone systems, loss of power
- Staff / Operational incidents: for example, loss of key staff, loss of critical documents
- Widespread environmental factors: for example, flu pandemic, fuel shortages

The Office of the Police and Crime Commissioner business continuity plan consists of one plan to cover different operations, based at our Headquarters Bridgebury House, Woburn Road, Kempston, Bedford MK43 9AX. The primary objective of the Business Continuity Plan is to show how the Office to the Police and Crime Commissioner would respond to identified risks and continue to manage its operations under adverse circumstances.

2. Chain of Command

This policy applies to all staff employed by the OPCC and deployed to the OPCC. Overall responsibility for business continuity in the organisation is held by the Police and Crime Commissioner and in his absence the chief executive/monitoring officer. ALL OPCC managers are

responsible for communicating the policy to their team members and OPCC Business Continuity Management Policy and explain what is expected of them in the event of the BCP being invoked.

3. Executive Summary

The Office of the Police and Crime Commissioner for Bedfordshire (OPCC) recognises the importance of having a clear written Business Continuity Management (BCM) policy in order to maintain effective discharge of statutory Police and Crime Commissioner (PCC) duties should something happen that causes an interruption to normal services. Potential disruptions to businesses come in all shapes and sizes and no organisation is immune. Examples of causes of disruption that could affect the OPCC's activities are loss of staff, floods, technology failure, supplier failure, power outage or other utilities failure. On a wider scale, events such as severe weather, terrorism and pandemics do occur and can have an impact.

Whilst the OPCC is not required under the Civil Contingencies Act 2004 to have a Business Continuity Plan in place, the OPCC considers it best practise to have one, and this policy seeks to clarify the policy's aims, scope and responsibilities.

4. Aims
- The aim of this Business Continuity Management (BCM) Policy is to establish a process and framework whereby the OPCC develop a Business Continuity Plan (BCP) to ensure it is able to respond to sudden or unexpected events occurring that interrupt 'normal' operations.

- To provide assurance to the PCC that the OPCC has considered what business continuity arrangements are necessary and that this will be defined and documented.

- To provide OPCC staff with clarity regarding roles and responsibilities in relation to BCM.

5. Business Requirements for Business Continuity Plan

The PCC has a number of key statutory duties, thus:

- Representing and engaging with the communities of Bedfordshire in relation to policing the county
- Setting policing priorities for Bedfordshire Police and preparing the police and crime plan and delivering on it
- Appointing and if necessary dismissing the Chief Constable
- Holding the Chief Constable to account for the performance of the police force
- Setting the policing budget
- Publishing an annual report detailing policing priorities and performance against targets

In order for the OPCC to provide the services required to enable the PCC to fulfil these critical functions, the Executive Team are responsible for identifying those tasks that are required to be carried out by which team, and determine how they could be discharged by OPCC staff in the event of the BCP being invoked.

The BCP should as a minimum contain the following elements. It should:

- Define and prioritise the critical activities of each department, in support of the critical functions identified above;
- Identify the key roles, responsibilities and contacts;
- Identify key dependencies;
- Contain up to date contact details for all staff;
- Define arrangements for testing, maintenance, review and approval.
- Define governance arrangements;

The format of the BCP should follow that of the Force, for consistency across the two organisations.

6. Scope

This policy applies to all staff employed by the OPCC and deployed to the OPCC.

7. Approval

The PCC is responsible for the approval of this policy, following sign-off by the OPCC Senior Management Team.

The mechanism for approval will be by provision of a report to the Strategic Board.

The Policy will be reviewed and updated annually.

8. Responsibilities

The PCC is responsible for the approval of this policy, following sign-off by the OPCC Senior Management Team

The Chief Executive has overall responsibility for implementing BCM within the OPCC.

The OPCC Senior Management Team is responsible for defining the business requirements for the BCP.

The Chief Executive, or a delegated nominee in his absence, has responsibility for invoking the BCP.

ALL OPCC staff are responsible for contributing to the formulation of the BCP.

ALL OPCC managers are responsible for communicating the policy to their team members.

9. Governance Arrangements

The PCC is responsible for the approval of this policy, following sign-off by the OPCC Senior Management Team

The Chief Executive has overall responsibility for business continuity arrangements.

The Senior Management Team are responsible for defining BCP business requirements.

The Senior Management Team are responsible for scoping out and signing off the BCP.

The PCC is responsible for approving both the BCM policy and the BCP, via the Strategic Board.

The OPCC Staff officer is responsible for the annual review and refresh of this policy.

10. **Force Business Continuity Arrangements**

The PCC has a statutory responsibility for holding the Chief Constable to account and good practice would include ensuring that adequate and effective business continuity arrangements are in place within the Force.

In order for the PCC to gain assurance that these arrangements are in place, it has been agreed with the Force that they will provide a report on an annual basis, to the Strategic Board, which will provide the relevant information.

The full Business Continuity Plan will be held and reviewed within the Office of the Police and Crime Commissioner in line with policy guidance.