

C357

West Suffolk Joint Emergency Planning Panel 16 February 2012

Business Continuity

1. Incidents

- 1.1 No Business Continuity incidents to report

2. Exercises

- 2.1 Exercise CLYDE on 9 December 2011.
- 2.2 Table Top Exercise for Forest Heath District Council (FHDC) Management Team based on a Loss of ICT scenario. The FHDC ICT team simulated the total loss of ICT facilities at College Heath Road and activated the Disaster Recovery site at The Guineas in Newmarket. Management Team (MT) dealt with a number of hypothetical issues related to service delivery whilst a small number of staff attended at The Guineas to verify that the backup systems functioned.
- 2.3 No additional Business Continuity exercises are planned.

3. Training

- 3.1 No Business Continuity training scheduled.

4. Business Continuity Plan

- 4.1 Regular reviews to the Business Continuity Plans for both FHDC and St Edmundsbury Borough Council (SEBC) ensure that the documents are up to date
- 4.2 The impact of the Shared Services agenda on the Business Continuity arrangements for both authorities has been discussed with the lead officers for Business Continuity (FHDC Strategic Director (Resources) and SEBC Head of Finance, ICT, Revenues and Benefits, Procurement and Audit). In the short-term the plans will be maintained to ensure that they remain 'fit for purpose' and a full review will take place once the shared management structure is in place and the implications of Shared Services can be evaluated.
- 4.3 It is for this reason that no further exercises or training are planned at this time.

5. Recommendation

5.1 The Panel is requested to **NOTE** the contents of this report.

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