

# **Derby City Council Business Continuity Policy**

**Version 1.1  
Issued November 2025**



Derby City Council

# Policy

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## 1.1 Scope

Derby City Council is committed to ensuring robust and effective business continuity management as a key mechanism to restore and deliver continuity of key services in the event of an interruption or emergency.

The Civil Contingencies Act 2004 placed a statutory duty on the council to ensure that it can:

- respond to an emergency
- continue to support emergency response partners
- continue to provide critical services to the public.

The business continuity plan provides the operational structure for responding to serious interruption, and can be summarised as follows:

- To have an operational document that sets out priorities, management structures and communications mechanisms to ensure an appropriate response to any interruption.
- Addresses the full range of the council's functions and service areas, including those that have transferred to our partners Derby Homes. Where appropriate, it considers the interdependencies of different organisations, mutual aid and partnership arrangements.
- Specific strategies have been produced to mitigate the effects of loss of infrastructure including buildings, communications, IT and staff.
- Service areas will continue to prepare and maintain business continuity service area arrangements as appropriate.

## 1.2 Aim and objectives

The aim of the plan is to:

- Anticipate risks, mitigate where possible and to have flexible and tested plans in place to minimise disruption when unplanned events significantly interrupt normal business.

The objectives are to:

- Ensure that the council can continue to exercise its functions in the event of a business interruption.
- Identify the potential areas of vulnerability in council services.

- Determine overall priorities for recovery of functions if an interruption takes place.
- Build on good work already in place for risk management, ensuring all plans are integrated into the overall framework.
- Ensure all council service areas are involved in the preparation of the plan, so that there is an effective and consistent response to service continuity.
- Undertake training and awareness programmes for staff, suppliers and partners as appropriate and carry out regular tests of the plan to validate the arrangements.

### 1.3 Methods and standards

The council's business continuity management arrangements currently meet the mandatory requirements within the cabinet office document "Expectations and Indicators of Good Practice set for Category 1 and 2 responders". It is also the intention to follow the principles of ISO 22301.

### 1.4 Responsibilities

The business continuity management process is designed to ensure it is a mainstream activity rather than simply an emergency response.

The chief executive champions business continuity management across the authority, however the responsibility for business continuity does not rest solely with the chief executive but is shared by all staff.

Heads of service have been identified as lead officers for business continuity, responsible for obtaining information and co-ordinating service area actions, or identifying another officer to undertake the responsibility on their behalf. Information gathered is subject to peer review to seek a consistent approach to service prioritisation and a shared understanding of the overall needs.

### 1.5 Governance

This plan takes into consideration the [Community Risk Register](#) to ensure business continuity reflects the current assessment of likelihood of adverse events. It is also reviewed annually to ensure that information on service area functions is kept up to date. The city council's universal contact list which contains contacts and telephone information is reviewed six monthly.

The plan will be reviewed when there are significant changes to accommodation, structural reorganisations within the council or if new duties or responsibilities are taken on. However, it is the responsibility of lead officers within each service area to notify the senior emergency planning officer of any significant changes that occur between updates.

In line with current legislation the plan will be comprehensively reviewed every four years in parallel with the Community Risk Register, but this is intended as a maximum period and the plan will remain a central management activity linked to risk management.

Periodically and in line with the council's auditing policy, the business continuity plan may be audited by either the internal audit team or external auditors appointed by the council.

The plan has also been benchmarked against local authority business continuity plans in Derbyshire and peer review at strategic level to seek a consistent approach to service prioritisation and a shared understanding of the overall needs. The benchmarking could be enriched by extending to plans outside of Derbyshire, and this is proposed in the future.

## **1.6 Training and exercises**

Training takes place regularly for those officers likely to be called on to lead or be part of the business continuity management and support teams.

Lessons learnt from training and exercises are used to determine any amendments or inclusions required when the plan is update.