

<b>For Information</b>	
<b>Public/Non Public*</b>	<b>Public</b>
<b>Report to:</b>	<b>Audit &amp; Scrutiny Panel</b>
<b>Date of Meeting:</b>	<b>18<sup>th</sup> February 2014</b>
<b>Report of:</b>	<b>ACO, Resources</b>
<b>Report Author:</b>	<b>Read Hibbert Planning &amp; Policy Officer</b>
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<b>Other Contacts:</b>	<b>Paul Steeples – Head of Business and Finance, Julie Mair – Acting Organisational Development Manager</b>
<b>Agenda Item:</b>	<b>9</b>

## **Business Continuity Management Report**

### **1. Purpose of the Report**

- 1.1 To update the Audit and Scrutiny Panel with current Business Continuity (BC) issues within the force and the impact of Association of Chief Police Officers (ACPO) National / Regional strategies or initiatives.

### **2. Recommendations**

- 2.1 It is recommended that the Audit and Scrutiny Panel note the contents of the report.

### **3. Reasons for Recommendations**

- 3.1 To enable the Audit and Scrutiny Panel to fulfil its scrutiny obligations to oversee and consider Business Continuity compliance.

### **4. Summary of Key Points**

- 4.1 Once the National Self Assessment template, for use by all forces as a benchmark against ISO22301, has been accepted by ACPO, it will be incorporated in the Nottinghamshire Police Business Continuity Toolkit which is in the final stage of review / update and will be rolled out in March.
- 4.2 All BC plans will be subject to test, exercise and review at least once during 2014. A draft test exercise programme attached at Appendix 'A'.  
  
A record of BC test and exercise carried out in 2013 is attached Appendix 'B'.
- 4.3 The East Midlands Business Continuity Forum is currently scoping two Business Continuity exercises, one linked to a planned national pandemic exercise to be held during 2014.
- 4.4 Once all of the BC plans for Public Protection are complete, arrangements will be made with Supt. Chamberlain to carry out review and exercise.
- 4.5 A table top exercise is currently being prepared for the Chief Officer Team to be held once the COT BC plan has been completed.

- 4.6 Contact management BC plans and recovery processes have been reviewed and review of Information Services BC plans and recovery processes will take place in the 2<sup>nd</sup> quarter of this year.

## **5. Financial Implications and Budget Provision**

- 5.1 Impacts on finance and budget are considered by divisions and departments as part of the business impact analysis stage of business continuity planning

## **6. Human Resources Implications**

- 6.1 All impact on Human Resources are considered by divisions and departments as part of the business impact analysis stage of business continuity planning

## **7. Equality Implications**

- 7.1 All equality implications are considered by divisions and departments as part of the business impact analysis stage of business continuity planning

## **8. Risk Management**

- 8.1 Following the failure of a number of critical systems in West Yorkshire Police, Mike Bowron, CO States of Jersey Police, is to raise the subject of IT disaster recovery within Police Forces as a potential risk area with the Cabinet Office.
- 8.2 In respect of Nottinghamshire Police Business Continuity recovery processes for IT failure are in place and will be reviewed in the 2<sup>nd</sup> quarter of this year.
- 8.3 The main risk to policing highlighted by the Cabinet Office were fuel resilience for 10 days or more during disruption to supply and staff loss due to industrial action or pandemic.
- 8.4 In respect of Nottinghamshire Police, specific recovery plans are in place for fuel shortage, pandemic and industrial action. The Force currently maintains fuel resilience for at least one month at reduced use.

## **9. Policy Implications and links to the Police and Crime Plan Priorities**

- 9.1 Business Continuity Policy now reflects the change to new ISO 22301 standard.

## **10. Changes in Legislation or other Legal Considerations**

- 10.1 ACPO are developing a National Self Assessment template. All individual BC plans will, on their 2014 review dates, be reviewed using the new International Standard ISO 22301

## **11. Details of outcome of consultation**

- 11.1 Not applicable.

## **12. Appendices**

- 12.1 a) Record of test and exercise 2013
- b) Draft test and exercise programme for 2014



## **Appendix 'A'**

### **BUSINESS CONTINUITY PLANS TEST & EXERCISE PROGRAMME 2014 (January Draft)**

#### **ALL PLANS WILL BE TESTED/EXERCISED ANNUALLY**

**Note: All live incidents where the business continuity plan or recovery processes are activated will be treated as a test of the plan and the completed Test/Exercise Report submitted to Read Hibbert Planning & Policy Officer Business & Finance.**

**The test and exercise programme for 2014 will include:**

#### **Force:**

February to June – Individual Divisional and Departmental Tests and Exercises

March 19<sup>th</sup> - Force Table Top Exercise for all Divisions and Departments

April (Date to be fixed) - Chief Officer Team Table Top exercise (subject to production of BCP)

May (Date to be fixed) – Public Protection Team Table Top exercise following departmental BC review

July and August – minimal testing due to main leave period

September to December – Individual Divisional and Departmental Tests and Exercises

#### **Regional:**

1<sup>st</sup> or 2<sup>nd</sup> quarter – Regional Exercise for EMSOU (At scoping stage)

October – Possible Regional exercise to dovetail into the National exercise “Cygnus” Pandemic flu (at scoping stage)

#### **National:**

May be in 2015

**RECORD**

Div/Dept	Section	Date	Event description	Subject	Tested by	Attended by

## Appendix 'B'

### BUSINESS CONTINUITY PLANS TEST & EXERCISE 2013

Div/Dept	Section	Date	Event description	Subject	Tested by	Attended by
PSD	PSD	21:01:13	Live incident Severe weather	Loss of staff		Nicky Thomas
C&J	Fraud & Financial Services	21:01:13	Live incident Severe weather	Loss of staff	Karen Baxter	Karen Baxter
C&J	Prosecutions	18:01:13	Live incident Severe weather	Loss of staff	Janet Carlin	Janet Carlin
Corporate Communications	Corporate Communications	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Matt Tapp
CM	Control Room	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Tracy Lovegrove
PSD	PSD	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Nicky Thomas
PSD	Information Security	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Pat Stocker

Div/Dept	Section	Date	Event description	Subject	Tested by	Attended by
PSD	Professional Standards	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Sgt Neil Hallam
HR	HR	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Steve Mitchel
Estates & Facilities	E&F	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Tim Wendels
Estates & Facilities	Facilities	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Kay Saunders
Operational Support	OS(P)	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Insp. Taylor
Business & Finance	B&F	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Read Hibbert
Information Systems	IS	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Julie Mansfield



Div/Dept	Section	Date	Event description	Subject	Tested by	Attended by
County Division	County	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Pc Andy Clarke
City Division		06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	PS Simon Parr
C&J	Custody	06:03:13	Force Table Top Exercise FHQ	Fuel shortage & Solar Flare impact	Read Hibbert Mike Grundy Beverly Topham	Insp. Andy Rouke
HR	HR	25:03:13	Live incident	Severe weather	Steve Mitchel	Steve Mitchel
C&J	Fraud/Financial Investigation	23:04:13	Force Table Top Exercise Mansfield	Fuel shortage & Solar Flare impact	Mike Grundy Beverly Topham	Karen Baxter
C&J	Intelligence analysts	23:04:13	Force Table Top Exercise Mansfield	Fuel shortage & Solar Flare impact	Mike Grundy Beverly Topham	Dave Hill
C&J	(FI) TU	23:04:13	Force Table Top Exercise Mansfield	Fuel shortage & Solar Flare impact	Mike Grundy Beverly Topham	Gareth Collins
C&J	Covert Bureau	23:04:13	Force Table Top Exercise Mansfield	Fuel shortage & Solar Flare impact	Mike Grundy Beverly Topham	Gary Newton

Div/Dept	Section	Date	Event description	Subject	Tested by	Attended by
Public Protection	PP	23:04:13	Force Table Top Exercise Mansfield	Fuel shortage & Solar Flare impact	Mike Grundy Beverly Topham	Daniel Bebbington
CM	CM Systems	01:10:13	Live incident	Loss of systems	Tim Trevor	Tim Trevor
CM	CM Systems	08:10:13	Live incident	Loss of systems	Tim Trevor	Tim Trevor
CM	CM Systems	16:10:13	Live incident	Loss of systems	Tim Trevor	Tim Trevor
CM	CM Systems	17:11:13	Live incident	Loss of systems	Tim Trevor	Tim Trevor
PSD	PSD	10:12:13	Test of plan	Severe weather and systems failure	Nicky Thomas	Nicky Thomas
CM	CM Systems	21:12:13	Live incident	Loss of systems (Vision)	Tim Trevor	Tim Trevor

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