

# GWENT POLICE BUSINESS CONTINUITY PROCEDURE



## 1.1 Introduction

Business Continuity Planning aims to allow Gwent Police to continue to perform both its civil protection and 'day to day' functions, as far as reasonably practicable, in an emergency<sup>1</sup>. It is intended that this will enable the organisation to fulfil its Business Continuity duty under the Civil Contingencies Act 2004.

The Business Continuity Management (BCM) procedure for Gwent Police is guided by a steering group chaired by the ACC.

The Emergency Planning Sergeant has been designated by this group as the BCM co-ordinator.

The BCM co-ordinator will implement the procedure and they, and the staff from the Emergency Planning Department, will be responsible for its day to day running. Throughout the BCM procedure, there will be a need for a number of strategic level decisions, which will be referred to the steering group for consideration.

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE**

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<sup>1</sup>The term 'emergency' is defined by the Civil Contingencies Act, and includes an incident that harms human health, the environment, or threatens security. It is recognised that this plan may also be used in circumstances that fall short of that definition.

## 1.2 Procedure

This document describes the procedure to be used to carry out a Business Continuity process in Gwent Police. It details the separate stages of;

- Understanding the organisation
- Determining our BCM options
- Developing & Implementing a BCM response
- Exercising, Maintaining & Auditing our response, and
- Embedding BCM culture into the organisation



**Flow Chart showing the Business Continuity Procedure within Gwent Police.**

The process of Business Continuity will take place under the following headings;

### ***Understanding the organisation***

Gwent Police is divided into a number of Service Areas, many of which are further divided into smaller 'departments'. A lead person from each department will be identified by the head of the service area as a point of contact for Business Continuity<sup>2</sup> (some departments may be combined or subdivided for BCM purposes, depending upon the circumstances and the complexity of the planning required).

Enquiries will be made to identify;

- The departments' outputs.
- The departments' external dependencies.
- What the department requires in order to continue to function
- Interdependencies between departments

### ***Determining our BCM options***

An assessment will be made of the criticality of departmental functions, and target recovery times.

Options will then be considered to determine how we can best respond to disruptions to our organisation, and still provide those outputs that have been identified as the most critical.

Each department will have its own plan and *ownership of that plan rests with that department*. The Department concerned will be asked to supply information regarding its internal and external suppliers, dependencies and outputs, along with other information to allow the plan to be completed.

From time to time it is expected that the process will identify corporate weaknesses in our resilience. Where possible, action will be identified that the department concerned can take to remove, limit or mitigate these weaknesses. Major weaknesses that cannot be dealt with in this way (perhaps because they would require reorganisation or have a significant cost implication) will be referred to the ACPO member of the steering group for guidance.

### ***Develop & Implement a BCM response***

A strategic plan has been developed to determine how the organisation can best respond to continuity threats. The Emergency Planning Department, under the guidance of the Business Continuity Steering Group is responsible for this. This will provide a mechanism for implementing individual departmental plans. The strategic plan will be maintained by the Emergency Planning Department and is available from their intranet site.

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<sup>2</sup> The 'Stand Alone' areas of Legal Services, Professional Standards, Staff Associations and Corporate Communications will be treated in the same way

### ***Exercise, Maintain & Audit***

There is a requirement in the Civil Contingencies Act that we exercise our BCM plans. A record of exercises will be maintained by the Emergency planning Department on behalf of the Steering Group.

Departmental plans will be reviewed by the department concerned (with the assistance of the Emergency Planning Department) annually or more frequently if an incident or exercise shows the need for a revision, or in the event of a significant change in the organisation. Our business continuity plans will be subject to audit by HMIC.

### ***Throughout these stages to embed BCM culture in the organisation.***

The embedding of a BCM culture will take place throughout the process. The involvement of individual departments in formulating their plan, along with appropriate training is intended to achieve this. Opportunities will be sought to raise awareness of BCM, and also to incorporate it into our other major incident planning functions.

## **2.0 The Legal Basis and Legitimate Aims**

Business Continuity is a requirement of the Civil Contingencies Act 2004. It is also based on accepted good practice in the private sector.

The aim of the process is to ensure that our organisation can continue to deliver critical aspects of our day-to-day functions in the event of an emergency. Maintaining this capability will help us to ensure that in an emergency, as far as reasonably practicable, we can protect Article 2 Human Rights Act 1998 (right to life). Our aim will also be to comply with ACPO Community Security Policy.

## **3.0 Human Rights Certification of Compliance**

The procedure has been checked for compliance with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

## **4.0 Compliance with The Welsh Language Scheme**

This procedure aims to comply with the organisations Welsh language Scheme in terms of dealing with the Welsh speaking public, impact upon the public image of the organisation and the implementation of the language scheme.

## **5.0 Risk Assessment and health and safety Considerations**

The Gwent Police Service Dynamic Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.

## **6.0 Procedure Identification Section**

**Procedure Title: Business Continuity Procedure**

**Reference: 108/4 b issue 3**

**ACPO Lead: ACC**

**Service Area Owner: Supt Operational Support**

**Department Responsible: Emergency Planning Dept**

**Links to other Policies/Procedure: Business Continuity Policy, Event Planning, Information Security, Data Protection, Health and Safety, Press and Public Relations, Race Equality Scheme, Freedom of Information, Hate Crime, Independent Advisory Group, Critical Incidents, Inclement weather, Part Time Working / Job sharing, Working away from police premises.**

**Procedure Implementation Date: 17th April 07; Reviewed June 2009, Reviewed September 2011**

**Summary of any changes: Amended to reflect altered force structure following '2011 Staying Ahead' review. Amended to new format 2011.**

**Procedure Review Date: October 2013**