

Surrey County Council

2020

1.0 Introduction, purpose and objectives 4...62.....

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- (f) Participate in, and sign-off, Service Business Impact Analysis, Service Business Continuity Plan and risk assessments.
- (g) Appoint a service Council Risk and Resilience Forum representative to lead on Emergency Planning and Business Continuity and represent the service at the Council Risk and Resilience Forum.
- (h) Activate emergency and business continuity plans they are responsible for as necessary.
- (i) Support the Head of Emergency Management in his role of corporate coordinator in responding to emergencies or business continuity events.
- (j) Support all Strategic Directors and other Heads of Service with appropriate planning and deployment of staff

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- (f) Ensure that the corporate training programme makes adequate provision for the development of emergency management and business continuity skills.
- (g) Maintain records of staff training and skills.
- (h) Ensure that adequate arrangements are made for consultation with staff, including representatives and unions.
- (i) Liaise with nominated Emergency Management and Business Continuity representatives from service units.
- (j) Undertake performance measurement in emergency management and business continuity.
- (k) Represent the Chief Executive in Local Resilience Forum inter-agency groups, regional and national activities.
- (l) Be responsible for the activation of the County Council Corporate Incident Management Plan.
- (m) On behalf of the Chief Executive, coordinate the corporate response of Surrey County Council to emergencies and business continuity events.
- (n) Ensure appropriate emergency planning and business continuity resources are in place to support the Executive Director – PH SCC & Heartlands in discharging responsibilities under the Health and Social Care Act 2012 including the Surrey Local Health Resilience Partnership.

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4.7.1 The Senior Finance Business Partner (Improvement and Risk) will ensure that the identification, control and treatment of risks that could affect the Council's Resilience are assessed and included on the corporate risk register as appropriate. They will also be responsible for ensuring that where appropriate treatment plans are in place for identified risk as per the Risk Management Strategy.

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4.8.1 Managers will be responsible for the implementation of the Corporate Resilience Policy. Their role is to:

- (a) Promote emergency management and business continuity within their service through regular engagement with their nominated Council Risk & Resilience Forum Representative
- (b) Activate emergency and business continuity plans they are responsible for as necessary.
- (c) Ensure staff are appropriately

- (b) Understand their role within an emergency and business continuity response.
- (c) Undertake appropriate training through the corporate training programme and with the Emergency Management & Resilience Team.

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5.1 The County Council will continually improve the effectiveness of the BCMS through training, workshops, exercising and review of incidents.

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6.1 The Council has a duty to consult with staff on any matters that effect health, safety and welfare at work. In areas where this policy and supporting corporate codes, plans, procedures and guidance impact on health safety and welfare there will be full consultation conducted within the normal service unit arrangements. Corporately, consultation will be carried out with unions and representatives of staff.