

<b>Title of report</b>	Business Continuity Policy
<b>Public/Confidential</b>	Public
<b>Summary/purpose of report</b>	To introduce a new Business Continuity Policy for the SSSC
<b>Recommendations</b>	The Council is asked to approve the Business Continuity Policy.
<b>Author</b>	Ian Stewart, Head of Performance and Improvement
<b>Responsible Officer</b>	Laura Shepherd, Director of Strategy and Performance
<b>Link to Strategic Plan</b>	<p>The information in this report links to:</p> <p>Outcome 1: People who use services are protected by ensuring the regulated workforce is fit to practise.</p> <p>Outcome 2: The SSSC supports and enhances the development of the registered workforce to deliver high standards of practice and drive improvement.</p> <p>Outcome 3: Our workforce planning activities support employers, commissioners and policy makers to deliver a sustainable, integrated and innovative workforce.</p> <p>Outcome 4: The social work, social care and early years workforce is recognised as professional and regulated and valued for the difference it makes to people's lives.</p>
<b>Link to Risk Register</b>	<p>Risk 3: We fail to meet corporate governance, external scrutiny, and legal obligations.</p> <p>Risk 7: Business Continuity Plans (BCP) are in place and tested.</p>
<b>Impact assessments</b>	<ol style="list-style-type: none"> <li>1. An Equalities Impact Assessment (EIA) was not required.</li> <li>2. A Data Protection Impact Assessment (DPIA) was not required.</li> <li>3. A Sustainability Impact Assessment (SIA) was not required.</li> </ol>

<b>Documents attached</b>	Appendix 1: Draft Business Continuity Policy
<b>Background papers</b>	None

## **INTRODUCTION**

1. This policy details the SSSC's approved business continuity planning arrangements. It covers the principles, accountabilities and responsibilities and the structure of the business continuity management system (BCMS).
2. We have an existing BCMS in place, developed by Shared Services in 2012.
3. We operated successfully through a business continuity situation during the worldwide pandemic, COVID-19. In March 2020, at the outset of the pandemic the SSSC updated key parts of the BCMS, including the business impact analysis and ICT incident response plans. These form part of the new suite of documentation that will follow the implementation of this policy.

## **NEXT STEPS**

4. An incident management plan and testing exercise plan will be developed following the approval of this policy. This will ensure a full range of BCMS requirements are in place.
5. We will commission external support to run a test business continuity exercise, assess and amend the plans if necessary.
6. Shared Services are responsible for management of our HR, Finance, Procurement and Health and Safety functions. Shared Services will continue to be responsible for continuity arrangements associated with these areas and the building.

## **CONSULTATION**

7. We consulted with the Executive Management Team and the Operational Management Team as part of the development of this policy.

## **IMPLICATIONS**

### **Resourcing**

8. We can commission an external company to support with testing, however the cost of this is not yet known.

### **Compliance**

9. There are no compliance issues identified.

## **RISKS**

10. Our risk appetite towards governance matters is averse. This policy will reduce the risk of us being unable to fulfil our legal obligations and critical

processes during a disruptive incident. There are no risks arising from the development of this policy.

## **IMPACT ASSESSMENTS**

### **Equalities**

11. We do not require an Equalities Impact Assessment. The changes do not propose a course of action that will have an impact on people with protected characteristics.

### 12. **CONCLUSION**

Council is asked to approve the Business Continuity Policy.