

Lincolnshire Police

Policy Document



Business Continuity Management

Policy PD 90 (7)

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Reference Number:	PD90 (7)
Policy Sponsor:	ASSISTANT CHIEF OFFICER
Policy Owner:	EMERGENCY PLANNING OFFICER
Author:	EMERGENCY PLANNING OFFICER
Publication Date:	JULY 2018
Review Date:	JULY 2020

Version:	Date:	Reason For Issue:
(7)	July 2018	Periodic Review and amendments re BCM Board arrangements.

Legislative Compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the individual and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which you must check this document against (required by law):

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Security Classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

- This Policy has been checked against APP and there is none in relation to the subject matter of this Policy.

1. Policy Aims: (Purpose)

- 1.1. To ensure the Chief Constable meets their statutory responsibilities relating to Business Continuity imposed by the Civil Contingencies Act 2004 and is able to continue to perform their functions in the face of reasonably foreseeable disruptive challenges.
- 1.2. Lincolnshire Police will seek to adopt good practice as described within the statutory and non-statutory guidance issued under the CCA by HM Government - Cabinet Office.

2. Policy Statement: (Key Information)

- 2.1. The Chief Constable of Lincolnshire Police is a Category 1 Responder as defined by the Civil Contingencies Act 2004 (CCA). They have a duty to maintain plans to 'ensure that they can continue to perform their functions in the event of an Emergency, so far as is reasonably practicable'. This duty relates to all the functions of a Police Force, not just its civil protection functions. These 'functions' arise from a wide range of statutory and other duties and responsibilities placed upon the 'Tri-Partite' arrangements responsible for the provision of an efficient and effective police service in Lincolnshire. The staff and other resources employed by or on behalf of Lincolnshire Police, perform functions intended to enable the Chief Constable to meet their responsibilities.
- 2.2. This policy is applicable to the whole force, and where required, persons or organisations contracted to provide goods and services on behalf of the Lincolnshire Police.
- 2.3. The scope of activities to be subjected to BCM processes will be limited. The Assistant Chief Officer will be responsible for determining the scope of BCM by identifying the most important and time sensitive objectives to which BCM methodology should be applied as a risk control measure. The specified objectives will help define which activities enable delivery of these objectives (these will be called Critical Activities).

- 2.4. All risks relating to 'critical activities' with a 'maximum tolerable period of disruption' of greater than 90 days will be dealt with under arrangements imposed by the generic Force Risk Management Policy. It is also expected that some risks initially identified by processes supporting the Force Risk Management Policy may need to be referred for Business Continuity Management processes to be applied.
- 2.5. The Business Continuity Management objectives of Lincolnshire Police will be:
- Identify and agree a list of the Critical Activities completed by the force (including those undertaken by other persons or agencies on behalf of the force) which enable Lincolnshire Police to meet its most important and time sensitive objectives.
 - Produce and maintain appropriate performance indicators and guidelines regarding acceptable minimum standards of performance related to Critical Activities.
 - Agree the maximum tolerable period of disruption for each Critical Activity.
 - Produce plans which will ensure Critical Activities can be maintained or recovered to acceptable minimum standards within the agreed maximum tolerable period of disruption for each activity.
 - To indicate recommended alternative loss mitigation or risk treatment measures that should be applied to remaining identified risks.
- 2.6 The Assistant Chief Officer will be responsible for:
- Implementing business continuity arrangements within the Force.
 - Overseeing implementation and maintenance of BCM arrangements.
 - Approving strategies or plans produced on their behalf.
 - Achieving the BCM Objectives of the Force.
 - Producing and maintaining auditable evidence of the implementation and maintenance of the BCM Programme.
 - Monitoring and responding to changes in statutory requirements, indicated minimum standards set by authoritative bodies and identified good practice. This includes monitoring of implementation of this policy.
- 2.7 Their aim should be to at least meet, and preferably exceed the minimum standards and requirements set out in the Civil Contingencies Act 2004, its associated Regulations (2005) and Guidance, and the current Resilience Capabilities Programme' document. They will be responsible for allocating responsibilities for the management of specific tasks or areas of work related to BCM to individuals as appropriate.

- 2.8 Allocation should take into account the nature, scale, complexity, geographic location and criticality of business activities alongside Force culture, dependencies and operating environment. Division of responsibility along Departmental or Business Unit boundaries may not always be appropriate due to the complexity and interdependence of the organisation. There are very few areas of the force that undertake critical activities that can be delivered independently. It will therefore be necessary to establish processes that enable effective business continuity management of all critical activities but avoid unnecessary duplication of effort or conflict.
- 2.9 Where necessary persons representing organisations undertaking critical activities on behalf of the force may be required to participate in Force business continuity management processes and/or take responsibility for specific tasks or areas of work relating to business continuity management.
- 2.10 The BCM Coordinator will implement a rolling program of work in line with the Business Continuity Lifecycle detailed in ISO 22301. The program of work will aim to ensure all aspects of Force activity are reviewed within a 5 year cycle.
- 2.11 The arrangements ensuring critical activities are maintained at or above acceptable minimum standards within the agreed maximum tolerable period of disruption for each activity, will be based upon evidenced risk assessment.
- 2.12 Strategies and plans produced as a result of this policy will use template designs approved by the BCM Coordinator.

3. Other Related Documents/Appendices:

- Force Risk Management Policy
- Information Assurance Strategy, Standards and Working Practices

4. Monitoring/Review:

The BCM Coordinator will monitor the policy as part of the BCM process. The review to be completed on a biennial basis.

5. Who to contact about this policy:

Enquiries about this policy should be directed to the Emergency Planning Officer.

Protective Security Marking:

NOT PROTECTIVELY MARKED

PRO-FORMA FOR THE INITIAL EQUALITY IMPACT ASSESSMENT (EIA)

This screening document is the first stage in a two-stage process to take a systematic approach to assessing the impact of an activity on equality. An activity may mean a:

- policy or policy review,
- a business case
- a business plan
- a project initiation
- a decision to implement a service
- a decision to decommission a service.

This screening should be completed by the lead person for the activity with assistance from any of the following departments:

- Human Resources (Where appropriate)
- Equality and Diversity

Department:	EMOPPS	Section:	Emergency Planning	Person responsible for initial assessment:	EPO
Name of the Policy to be assessed:	Business Continuity Management Policy PD90 (7)	Date of Assessment:	July 2018	Is this a new or existing policy?	Existing
1. Briefly describe the aims, objectives and purpose of the policy.	To ensure the Chief Constable meets their statutory responsibilities relating to Business Continuity imposed by the Civil Contingencies Act 2004 and is able to continue to perform their functions in the face of reasonably foreseeable disruptive challenges.				
2. Are there any associated objectives of the policy? Please explain.	No				
3. Who is intended to benefit from the policy and in what way?	Service users/ Officers/ OPCC/ Partners.				
4. What outcomes are wanted from this policy?	Resilient service provision in the face of significant disruption.				

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5. What factors/forces could contribute/detract from the outcomes?	Failure to apply policy could lead to disruption of service in the event of serious disruption.		
6. Who are the main stakeholders in relation to the Policy?	Chief Constable, PCC and Public.		
7. Who implements the policy and who is responsible for the activity?	ACO Resources supported by Emergency Planning Officer and Force Management Team		
8. Is there any likelihood the policy could have a differential impact on racial groups? (including Gypsies and Travellers)		N	Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.
What existing evidence (either presumed or otherwise) do you have for this?	Based upon assessment and past review.		
9. Is there any likelihood the policy could have a differential impact due to gender?		N	Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.
What existing evidence (either presumed or otherwise) do you have for this?	Based upon assessment and past review.		
10. Is there any likelihood the policy could have a differential impact on due disability?		N	Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.
What existing evidence (either presumed or otherwise) do you have for this?	Based upon assessment and past review.		
11. Is there any likelihood the policy could have a differential impact on people due to sexual orientation?		N	Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.

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What existing evidence (either presumed or otherwise) do you have for this?	Based upon assessment and past review.		
12. Is there any likelihood the policy could have a differential impact on people due to their age?		N	Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.
12a. Is there any likelihood the policy could have a differential impact on Young People and Children?		N	Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.
What existing evidence (either presumed or otherwise) do you have for this?	Based upon assessment and past review.		
12b. Is there any likelihood the policy could have a differential impact on Older People?		N	Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.
What existing evidence (either presumed or otherwise) do you have for this?	Based upon assessment and past review.		
13. Is there any likelihood the policy could have a differential impact on people due to their religious belief?		N	Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.
What existing evidence (either presumed or otherwise) do you have for this?	Based upon assessment and past review.		
14. Is there any likelihood the policy could have a differential impact on people due to them having dependants/caring responsibilities?		N	Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.

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What existing evidence (either presumed or otherwise) do you have for this?	Based upon assessment and past review.		
15. Is there any likelihood the activity could have a differential impact on people due to Marriage or Civil partnership?		N	Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.
What existing evidence (either presumed or otherwise) do you have for this?	Based upon assessment and past review.		
16. Is there any likelihood the policy could have a differential impact on people due to them being Transgender or Transsexual?		N	Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.
What existing evidence (either presumed or otherwise) do you have for this?	Based upon assessment and past review.		
17. If a differential impact has been identified in 8-16, will this amount to there being the potential for an adverse impact in this policy?		N	Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?			N/A
19. If Yes, is there enough evidence to proceed to a full EIA?			NO
20. Date on which Full impact assessment to be completed by.			06/07/2018

Protective Security Marking:

NOT PROTECTIVELY MARKED

Signed (completing officer) Ian Watkins

Signed (Lead officer) _____

Groups Affected

Please identify the anticipated impact this activity will have on the following population groups.

- Tick the appropriate box and give explanation if so required,
- Please note that there are both likely benefits and adverse impact within the same group
- Any groups highlighted as likely to be adversely affected should be consulted in the second stage Full Impact Assessment if one has been identified as being needed.

	Likely to Benefit	No Impact	Adverse Impact
Disability - Physical ,Sensory, Learning Disability, Mental Health, Carers		X	
Gender - Male , Female		X	
Transgender		X	
Race - Traveller and Gypsy etc		X	
Sexual Orientation - Lesbian, Gay , Bisexual		X	
Religion and Belief		X	
Age - Young and Old		X	
Marriage and Civil Partnerships		X	