

# Lincolnshire Police

## Policy Document



# Business Continuity Management Policy PD 90

## 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
Policy Sponsor:	ACO
Policy Owner:	Emergency Planning Officer – Ian Watkins
Author:	Emergency Planning Officer – Ian Watkins
Publication Date:	July 2020
Review Date:	July 2022

Version:	Date:	Reason For Issue:
7	July 2018	Periodic Review and amendments re BCM Board arrangements.
8	July 2020	Biennial Review
9	July 2020	DRAFT – Review Development Version 24.06.2020

## 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 this policy has been drafted to comply with:***

- [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. Lincolnshire Police has adopted the APP provisions, with supplementary information contained herein, which reflects local practice and the needs of the communities served by Lincolnshire Police.

The relevant APP provisions are shown in the links below and can be accessed via the home page of the APP website:

<https://www.app.college.police.uk/app-content/civil-emergencies/>

<https://www.app.college.police.uk/app-content/civil-emergencies/civil-contingencies/planning/#business-continuity-planning>

### 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 (CCA) 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 arrangements 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. For the purposes of this policy the duty holder will be referred to as 'Lincolnshire Police'.
- 2.2. This policy is applicable to the whole of Lincolnshire Police, and where required, persons or organisations contracted to or required by law to provide goods and services on behalf of the Lincolnshire Police
- 2.3. The above mentioned APP describes in broad terms how the requirements of the CCA Business Continuity Planning duty may be met. This refers to statutory and non-statutory guidance on the subject issued by HM Government, in particular via Cabinet Office.

- 2.4. The CCA and guidance indicates Lincolnshire Police should identify risks to which they believe they are exposed. The Lincolnshire Community Risk Register produced and maintained by Lincolnshire Local Resilience Forum will be used as the primary indicator of which risks will be considered and what reasonable worst case scenarios should be adopted. The current version of the published Lincolnshire Community Risk Register can be found at <https://www.lincolnshire.gov.uk/downloads/file/1336/community-risk-register-for-lincolnshire-2018-2021> .

Account will be taken of the Strategic Policing Requirement, National Policing Requirement, National Resilience Planning Assumptions and the National Security Risk Assessment all of which describe risks which have the potential to significantly impact Lincolnshire Police even when events may be occurring elsewhere in the UK or overseas.

Organisational and where relevant departmental / localized levels of exposure to these risks will be assessed by relevant management teams supported by Force Emergency Planning.

- 2.5. The Assistant Chief Officer will be responsible for overseeing implementation and maintenance of BCM arrangements and ensure these align with good practice as described in APP and related guidance. They will ensure auditable evidence of the implementation and maintenance of BCM activity is maintained.
- 2.6. 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. When practicable this requirement will be specified during tender processes and in agreed contractual arrangements.
- 2.8. The Lincolnshire Police Emergency Planning Officer will support the ACO by coordinating a rolling program of work in line with the good practice recommended in current guidance issued by HM Government Cabinet Office and College of Policing.
- 2.9. BCM plans produced as a result of this policy will use template designs approved by the BCM Coordinator.

### **3. Other Related Documents/Appendices:**

- 3.1.
  - Force Risk Management Policy
  - Information Assurance Strategy, Standards and Working Practices

### **4. Monitoring/Review:**

- 4.1. 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:**

- 5.1. Enquiries about this policy should be directed to the Emergency Planning Officer, Ian Watkins, 01522 55(8137), [ian.watkins@lincs.pnn.police.uk](mailto:ian.watkins@lincs.pnn.police.uk).

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### 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

<b>Department:</b>	EMOPPS	<b>Section:</b>	Emergency Planning	<b>Person responsible for initial assessment:</b>	EPO
<b>Name of the Policy to be assessed:</b>	<b>Business Continuity Management Policy PD90 (7)</b>	<b>Date of Assessment:</b>	July 2018	<b>Is this a new or existing policy?</b>	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?	<b>ACO Resources supported by Emergency Planning Officer and Force Management Team</b>		
8. Is there any likelihood the policy <b>could</b> have a differential impact on racial groups? (including Gypsies and Travellers)		<b>N</b>	<b>Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.</b>
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 <b>could</b> have a differential impact due to gender?		<b>N</b>	<b>Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.</b>
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 <b>could</b> have a differential impact on due disability?		<b>N</b>	<b>Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.</b>
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 <b>could</b> have a differential impact on people due to sexual orientation?		<b>N</b>	<b>Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.</b>

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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 <b>could</b> have a differential impact on people due to their age?		<b>N</b>	<b>Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.</b>
12a. Is there any likelihood the policy <b>could</b> have a differential impact on Young People and Children?		<b>N</b>	<b>Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.</b>
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 <b>could</b> have a differential impact on Older People?		<b>N</b>	<b>Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.</b>
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 <b>could</b> have a differential impact on people due to their religious belief?		<b>N</b>	<b>Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.</b>
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 <b>could</b> have a differential impact on people due to them having dependants/caring responsibilities?		<b>N</b>	<b>Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.</b>

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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 <b>could</b> have a differential impact on people due to Marriage or Civil partnership?		<b>N</b>	<b>Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.</b>
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 <b>could</b> have a differential impact on people due to them being Transgender or Transsexual?		<b>N</b>	<b>Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.</b>
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?		<b>N</b>	<b>Please explain - There is nothing in the policy that is likely to directly or indirectly cause such any differential impact.</b>
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?			<b>N/A</b>
19. If Yes, is there enough evidence to proceed to a full EIA?			<b>NO</b>
20. Date on which Full impact assessment to be completed by.			06/07/2018

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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
<b>Disability</b> - Physical ,Sensory, Learning Disability, Mental Health, Carers		X	
<b>Gender</b> - Male , Female		X	
<b>Transgender</b>		X	
<b>Race</b> - Traveller and Gypsy etc		X	
<b>Sexual Orientation</b> - Lesbian, Gay , Bisexual		X	
<b>Religion and Belief</b>		X	
<b>Age</b> - Young and Old		X	
<b>Marriage and Civil Partnerships</b>		X	