

**TO: JOINT WASTE DISPOSAL BOARD
20 JUNE 2007**

**BUSINESS CONTINUITY
(INFORMATION REPORT)
(Report by the Project Director)**

1. INTRODUCTION

- 1.1 The purpose of this report is to inform the Joint Waste Disposal Board of a joint authority project on Business Continuity and Emergency Planning.

2. RECOMMENDATIONS

- 2.1 **To note the work on Business Continuity and Emergency Planning.**
- 2.2 **That the Board agree to receive a further report on the completion of this project at an appropriate, subsequent meeting.**

3. SUPPORTING INFORMATION

Background

- 3.1 Local Authorities have a requirement to undertake business continuity and emergency planning across all their services. The Joint Waste PFI Contract is a significant service, with significant impacts, for each of the re3 councils.
- 3.2 The Joint Waste PFI Contract envisages the need for business continuity and emergency planning.

Business Continuity Project

- 3.3 The management of waste collected by, and delivered to, the re3 councils is an area of service that, were it to fail for any reason, would have a significant impact on other council services, residents and local businesses.
- 3.4 The Joint Waste PFI Contract does foresee the impact of unavailability. It has a number of sections within it that address the areas of business continuity and emergency planning. Most notable is a list of contingencies that describe alternative arrangements for periods when access to facilities may be denied.
- 3.5 The contract does not, however, specifically tie the theory to actual practice. This is understandable to an extent because the contract needs to make the processes available, in itself it can't ensure they are adhered to.
- 3.6 The re3 councils and WRG are intending to pull the relevant contractual mechanisms together into a working protocol that is owned, updated and tested.
- 3.7 The primary objective of this process is to ensure that, in the event that contingencies are needed, all parties know what to do, who to contact and what the likely outcomes are going to be.

- 3.8 Other objectives are to ensure that there is sufficient ownership of the protocol within each of the councils and WRG, that the protocol is updated regularly and that adequate training and testing of the protocol are carried out.
- 3.9 This project is being lead by the following relevant Officers from each of the councils and the re3 Project Manager.
- Brett Dyson (RBC Emergency Planning)
 - Dean Trussler (WDC Community Resilience)
 - Louise Osbourne (BFBC Emergency Planning)
 - Oliver Burt (re3 Project Manager)
- 3.10 The individual councils will have differing processes for the adoption of the completed protocol but we would like to bring it back, for prior consideration, to the JWDB at an appropriate future meeting.
- 3.11 Members are asked to consider receiving a future report on the Business Continuity and Emergency Planning Project.

BACKGROUND PAPERS

Re3 Waste PFI Contract, Schedule 25, Appendix 2 – Contingency Process

CONTACTS FOR FURTHER INFORMATION

Jon Freer, Project Director and Lead Executive
01344 351907
jon.freer@bracknell-forest.gov.uk

Oliver Burt, Project Manager
0118 9399990
oliver.burt@reading.gov.uk