

The Upper Medway Internal Drainage Board

Business Continuity Policy

The Upper Medway Internal Drainage Board (UMIDB) is committed to maintaining the continuity of its essential functions and services during, and in the aftermath of, any disruptive incident. This includes both foreseeable and unforeseen emergencies such as extreme weather events, cyber-attacks, utility failures, staff shortages, or any other events that may impact the organisation's ability to operate effectively.

Purpose and Scope

The purpose of this policy is to:

- Ensure that the UMIDB can continue to deliver critical drainage and flood risk management functions in times of disruption.
- Minimise the impact of incidents on employees, stakeholders, the environment, and the public.
- Demonstrate organisational resilience in accordance with legal, regulatory, and stakeholder expectations, including the Civil Contingencies Act 2004.

This policy applies to:

- All UMIDB functions, staff, Board members, and key contractors or partners involved in the delivery of core services.
- All types of disruptive events, whether internal (e.g. IT failure) or external (e.g. natural disaster).

Policy Commitments

UMIDB will:

- Identify and prioritise critical functions, resources, and personnel required to maintain service delivery.
- Develop, implement, and maintain a Business Continuity Plan (BCP) and supporting procedures.
- Conduct regular risk assessments and business impact analyses to inform planning and response strategies.
- Ensure that staff are trained in their roles and responsibilities under the BCP.
- Test and validate the BCP at least annually through exercises or live simulations.
- Review and update the BCP following tests, incidents, or significant organisational changes.
- Establish clear lines of communication for use during emergency response and recovery.

Governance and Accountability

The Clerk is responsible for overseeing the Business Continuity Management (BCM) framework/plan and ensuring that adequate resources are allocated for its development and maintenance. Operational responsibility lies with designated officers who will lead the response in the event of an incident. All staff and Board members are expected to be aware of the BCP, understand their roles in ensuring continuity of operations, and participate in training and exercises where required.

Monitoring and Review

This policy and the associated Business Continuity Plan will be reviewed:

- Annually as part of routine governance arrangements.
- Following significant incidents, exercises, or organisational changes.
- To ensure ongoing alignment with statutory duties, local authority expectations, and industry best practices.

Delivery Procedures

Risk and Service Mapping

A dependency log will be maintained to record critical systems, contacts, and supplies.

Business Continuity Plan (BCP)

A detailed BCP will be developed and reviewed annually. The BCP will outline procedures for response, roles and responsibilities, communications, and backup arrangements.

Roles and Responsibilities

A designated Business Continuity Lead will be appointed. This role includes overseeing continuity planning, updating risk logs, and reporting to the Clerk and the Board.

Testing and Review

Annual exercises will be conducted to simulate flood, IT, or workforce disruption scenarios. Outcomes will be logged and used to revise the BCP. The BCP will be formally reviewed every 12 months.