

## Civil Emergencies

### Reference Number: P2

The Authorised Professional Practice (APP) has been approved by the College of Policing as the official and most up-to-date source of professional practice on policing. South Yorkshire Police have adopted APP as their Statement of Agreed Policy. This is the agreed policy on **Civil Emergencies** and you may wish to refer to the APP section now.

### Exceptions

South Yorkshire Police have agreed that the current APP policing practice does not meet their aims and objectives in the following area and therefore have deviated from APP. The rationales for the decisions are outlined in the individual sections.

- Business Continuity Management (BCM)

### Business Continuity Management

Although there is a short section on BCM in the APP, it has been widely agreed that this does not adequately cover all areas of the subject. It has therefore been recognised by the National Police BC Managers Group that a specific BC APP area needs to be created and work is in progress by the National Group to develop this. In the interim, South Yorkshire Police will adhere to the policy below on all matters of BCM.

South Yorkshire Police have agreed to adopt a pro-active approach to Business Continuity Management (BCM) in order to comply with the Civil Contingencies Act 2004 and ISO 22301, to ensure consistency with the principles of good Corporate Governance.

This policy requires each Command Head/District Commander and Departmental Head to demonstrate that they have considered the need for Business Continuity Plans for every function under their control.

### Process

This Policy provides a structure for the following BCM processes:

### Business Impact Analysis

As part of the Business Impact Analysis process, Districts/Commands and Departments will review their daily processes and identify which, if any, directly support the Force Mission Critical Functions (FMCFs).

What constitutes a Critical Function, together with what a minimum acceptable level of service, and recovery time objective (RTO) would be following a disruption, will be determined by each Department's Business Continuity Single Point of Contact's (SPOC), in consultation with their respective Management Teams.

### BCM Risk Assessment

The Business Continuity Risk Assessment process requires Commands/Districts and Departments to identify internal and external risks, associated with their ability to provide an identified Critical Function. All risk subsequently identified shall be reported via the Business

Manager to the respective Command Team, who will determine the appropriate method of deal with it.

### **BCM Plans**

Business Continuity Plans have been developed to ensure that in the event of disruption, South Yorkshire Police can continue to deliver an acceptable level of service in relation to their Force Mission Critical Functions.

The plans have been developed and aligned with guidance from the International Standard ISO 22301:12, the British Standards Institute (BS 25999) and the Civil Contingencies Act 2004. The development of Business Continuity Plans will mean that at all times South Yorkshire Police can:

- Continue to provide Critical Functions to the public during periods of disruption.
- Provide best use of personnel and other resources at times when both might be scarce.
- Reduce the period of disruption to both the organisation and the public.
- Improve the resilience of the organisation's infrastructure to reduce the likelihood of disruption.
- Reduce the operational and financial impact of any disruption.

### **BCM Plan Maintenance**

BCM plans will be the subject of regular exercise, maintenance and review to ensure that at all times they are robust, relevant and fit for purpose.

### **Governance**

The South Yorkshire Policing Board (SYPB) chaired by the Deputy Chief Constable, will oversee the development and ongoing governance of Business Continuity Management for the Force. Board members consist of all Command/District and Departmental Heads.

Any issues raised relating to this policy and the ongoing development of BCM within the organisation, will be discussed at meetings of the SYPB. All decisions made by the Board shall be recorded in minutes. The Deputy Chief Constables will authorise future revisions of this Policy.

### **Legal Framework**

#### **Civil Contingencies Act 2004**

#### **Associated Procedural Instructions**

This policy is supported by the following procedural instructions:

- **Pi2.2 – Exercising, Maintaining and Reviewing Business Continuity Management (BCM) Arrangements.**
- **Pi2.3 – Business Continuity Governance – Roles and Responsibilities**

## Equality Act 2010

The Act creates a statutory requirement for all Functions and Policies (Including Procedural Instructions) to be analysed for their effect on equality, diversity and human rights, with due regard to the **General Equality Duty**.

In principle, this document has been assessed for discrimination, which cannot be justified, among other diverse groups.

The **Code of Ethics** published in 2014 by the College of Policing requires us all to do the right thing in the right way. It also recognises that the use of discretion in Policing is necessary but in using discretion, states that you should, "*take into account any relevant policing codes, guidance, policies and procedures*."

## Human Rights/Discretion

The purpose of providing policy is to give an indication to staff of the expected course of action. However it is not possible to cater for every possible combination of factors that would justify a departure from stated policy. The Human Rights Act 1998 requires the proper use of discretion at all times and nothing within this policy and associated procedural instructions prohibits the proper use of discretion in appropriate circumstances.

Where action is taken that has the potential to interfere with an individual's Human Rights, the reasons behind the making of the decision to act in that way should be recorded on the appropriate forms, or where this is not practicable, in pocket books or policy logs.

## Rights of redress for members of the public:

Anyone who feels that a member of staff has behaved incorrectly or unfairly, or who is dissatisfied with organisational matters, service delivery or other operational policing issues, has the right to **make a complaint**.

Initial action should be taken in one of the following ways:

- Complain in writing or in person to the Senior Officer at the appropriate police station or to the Chief Constable of the force concerned.
- Visit a local Citizens' Advice Bureau
- Contact a Solicitor

## Rights of redress for South Yorkshire Police personnel:

South Yorkshire Police personnel who feel they have grounds for concern in relation to the implementation of policies may, as appropriate:

- Pursue concerns through their line manager.
- Contact a First Contact Advisor.
- Pursue a grievance formally through the South Yorkshire Police Grievance Resolution Procedure.
- Seek advice from their staff association or trades union.

Use procedural instruction **Pi23.11 - Management of Complaints**, in the section entitled Handling Complaints relating to Direction and Control.

**Start Date:** 04/04/2016

**Review:**

This statement of agreed policy is managed by Superintendent, Operational Support Unit.

This policy and its Equality Analysis were last reviewed on: 10/03/2021

The date for the next review of this policy and Equality Analysis is: 10/03/2023