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**Policy Title:** Business Continuity Management Policy

**Date Published:** February 26

**Business Lead:** Head of Strategic Governance

**CCMT sponsor:** Deputy Chief Constable

**Thames Valley Police ensures that all policies have been assessed and comply with MoPI Guidance, and the Data Protection Act 2018. In addition, this Policy has been reviewed by the Health & Safety Governance Board and has undergone an Equality Impact Assessment.**

## **1.0 About this Policy**

### **1.1 Rationale**

- 1.1.1 Business Continuity is defined in the International Standard Organisation (ISO) 22301:2019 as the capability of an organisation to continue the delivery of products and services within acceptable timeframes at predefined capacity during a disruption (paragraph. 3.3).
- 1.1.2 Thames Valley Police (TVP), as a Category One responder, is required by the Civil Contingencies Act 2004 to have business continuity arrangements in place. This policy forms part of TVPs Business Continuity Management System (BCMS)

### **1.2 Legislation/National Standards**

- Civil Contingencies Act 2004
- Human Rights Act 1998
- Equality Act 2010 (section 149)
- Freedom of Information Act 2000
- Health and Safety at Work Act

### **1.3 Intention**

- 1.3.1 Thames Valley Police is committed to maintaining public safety, upholding the law, and protecting our communities at all times. We recognise that disruptive incidents, whether internal or external, may threaten our ability

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to deliver policing services. The purpose of this policy is to ensure the continuity and timely recovery of essential functions so that we can continue to meet our statutory obligations under the Civil Contingencies Act 2004.

## 1.4 General Principles

1.4.1 Our approach to business continuity will be guided by the following principles:

- **Protection of Life, Public Safety and Welfare** – Critical services that safeguard the public, our staff and partner agencies will be prioritised at all times
- **Legal and Regulatory Compliance** – We will fulfil our obligations as a Category 1 responder, including planning, training and exercising for disruptive events
- **Preparedness and Prevention** – we will identify risks, assess vulnerabilities and implement proportionate measures to prevent or reduce the impact of disruption
- **Resilience through Planning** – robust business continuity arrangements will be developed, maintained and continually improved across the organisation
- **Collaboration and Communication** – we will work effectively with regional and national partners and ensure clear communication with staff, stakeholders and the communities we serve during disruption
- **Rapid Response and Recovery** – we will restore affected services to agreed levels within acceptable timescales, learning lessons from each incident

## 2.0 Statement of Policy

### 2.1 Responsibilities

- 2.1.1 Business Continuity is a force-wide responsibility. All staff, officers and volunteers have a role to play in the effective embedding of Business Continuity Management (BCM) into the culture of TVP, and be aware of BC arrangements for the area in the event of a disruption.
- 2.1.2 As Category 1 responders, TVP will continue to deliver our civil protection functions. These functions and supporting activities are prioritised according to statutory requirements and by **force critical activities**:

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Emergency Response, Crime Investigation, Custody Management and Managing anything that the force deems as High Risk.

## **2.2 Business Continuity Plans**

- 2.2.1 LCUs and Departments will maintain Business Continuity Plans (BCPs) for critical services, aligned with national policing requirements
- 2.2.2 BCPs will be developed, maintained and exercised in accordance with the Civil Contingencies Act 2004
- 2.2.3 Plans should be based on a Business Impact Analysis (BIA) and will be coordinated centrally to manage interdependencies and ensure a common approach

## **2.3 BC Documentation**

- 2.3.1 All BC documentation to be reviewed and updated periodically or following significant change or incident

## **2.4 Training, Exercising and Testing**

- 2.4.1 TVP will conduct regular training, exercising and testing to ensure plans remain effective and staff are competent in their roles

## **2.5 Governance**

- **Overall Lead** – Deputy Chief Constable (DCC)
- **Strategic Level** – Head of Strategic Development, Head of Strategic Governance unit (SGU)
- **Organisational Oversight** – Deputy of SGU
- **Operational Coordination** – Corporate Governance Officer(s) (CGO)
- **Local Accountability** – Commanders, Heads of Department (HOD), SMTs

## **2.6 Assurance and Review**

- 2.6.1 BCM effectiveness will be evaluated through:
  - Scheduled exercises
  - Internal Audits and external assurance as required
  - Continuous Improvement
- 2.6.2 Lessons learned from disruptions and exercises will be:
  - Captured in a structured debrief document
  - Assigned owners and milestones for identified actions
  - Monitored by the SGU to drive sustained improvement

### **3.0 Human Rights Articles Engaged**

This policy does not invoke Human Rights Articles.

### **4.0 Health and Safety at Work**

This policy should be read in together with the Force's Health & Safety Policy (found in the Policies & Procedures Catalogue)

### **5.0 Communications, Challenges and Representations**

#### **5.1 Communication**

The policy shall be made available electronically through the TVP intranet and the TVP public website.

#### **5.2 Challenges and representation**

Any challenges and representations in relation to this policy should be sent to:

Head of Strategic Governance  
Thames Valley Police  
Headquarters South  
Oxford Road  
Kidlington  
OX5 2HX

### **6.0 Review Date**

**01/02/2028**

### **7.0 Related Guidance**

- NPCC Business Continuity Management Guidance
- Business Continuity Management Strategy and Framework
- Code of Ethics
- Business Continuity SharePoint page (linking to plans)

## **8.0 Freedom of information**

Suitable for publication.

## **9.0 Government Security Classification Policy**

Official

## **10.0 Relevant Supporting information**

- ISO 22301:2019 Security and resilience – Business Continuity Management Systems - Requirements
- ISO 22313:2020 Security and resilience — Business continuity management systems — Guidance
- Government Classification Scheme
- BS 65000: 2022 Organisation Resilience: Code of Practice
- Business Continuity Institutes (BCI) Good Practice Guidelines 2018
- National Decision Making Model (NDM)