

Contact: Chief Executive
Telephone: (01524) 582011
Fax: (01524) 582161
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E-mail: MCullinan@lancaster.gov.uk
Our reference: CE/JS/UB45
Your reference:

CHIEF EXECUTIVE

Councillor S. Langhorn,
Chairman of the Overview and Scrutiny Committee.

**Town Hall
Dalton Square
Lancaster
LA1 1PJ**

DX 63531

27th March 2007

Dear Councillor,

URGENT BUSINESS – BUSINESS CONTINUITY POLICY AND OVERALL COUNCIL PLAN

Members are requested to consider giving approval to the Council's new Business Continuity Policy and a new Overall Business Continuity Plan, in accordance with the Council's Urgent Business Procedure, details of which are set out within the attached report.

The urgency for this decision is that the Audit Commission requires approved Business Continuity plans and policies by 31st March 2007, and it is impracticable to defer the decision until the next appropriate meeting of Cabinet.

The recommendations are:

- (1) That both the Business Continuity Policy and the overall Business Continuity Plan be approved.
- (2) That the financial implications of fully implementing the plan be addressed in the next review of the Medium Term Financial Strategy and associated budget projections.

The approval of the Chief Executive has been sought to this action in accordance with Overview and Scrutiny Committee Procedure Rule 17(a).

I would be grateful if you could consider the immediate implementation of this course of action subject to the agreement of the Chief Executive to waive the right of call-in, in accordance with Overview and Scrutiny Committee Procedure Rule 17(a). Please complete the attached slip signifying your decision and return it to the Town Hall as soon as possible. In the meantime, could you please telephone Jon Stark on 582132, or e-mail JStark@lancaster.gov.uk, with your decision.

Yours sincerely,

CHIEF EXECUTIVE

Enc.

Mark Cullinan – Chief Executive

URGENT BUSINESS – BUSINESS CONTINUITY POLICY AND OVERALL COUNCIL PLAN

Chief Executive Decision

*I agree/~~do not agree~~ (***please delete as appropriate**) to this matter being treated as a matter of urgency in accordance with Overview and Scrutiny Committee Procedure Rule 17(a) and therefore not being subject to call-in.

Signed: Mark Cullinan

Chief Executive

Dated: 30.03.07

Councillor Consultation

*I agree/~~do not agree~~ (***please delete as appropriate**) to this matter being treated as a matter of urgency in accordance with Overview and Scrutiny Committee Procedure Rule 17(a) and therefore not being subject to call-in.

Signed: Stuart Langhorn

Name: Councillor Stuart Langhorn

Position Held: Chairman of the Overview and Scrutiny Committee

Dated: 30.03.07

Please return to: Jon Stark,
Democratic Services,
Town Hall,
Dalton Square,
LANCASTER. LA1 1PJ

Ref: UB45