



#### Information Governance Team

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Dear Sir/Madam

#### **Freedom of Information Act 2000 (FOIA)**

**Request ID: FOI407405515**

Thank you for your request for information relating to Business Continuity/Emergency Planning.

You have requested the following information:

I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000. The request is in relation to arrangements for the management and delivery of Business Continuity and Emergency Planning.

Please can you provide me with the following:

#### **1. Confirmation that a Business Continuity/Emergency Plan is in place.**

Yes.

#### **2. Date of last review.**

This is currently on-going.

#### **3. Number of occasions in the last 24 months where the plan was used in response to an 'incident'**

Twice.

#### **4. Does the authority have a dedicated Business Continuity/Emergency Planning Team?**

Yes.

**If yes..**

**a. How many FTEs are in the team? 12**

**b. What is the hierarchy of roles and responsibilities?**

Hierarchy of structure is:

- Head of Service (ID)
- Principle Officer
- Senior Officer
- Officers

**c. Where, within the organisation's structure, does the team sit?**

The service is a joint partnership between three local authorities – Coventry City Council, Solihull and Warwickshire.

**If no..**

**d. Are the responsibilities part of another function/role? N/A**

**e. If so, which roles/functions manage this? N/A**

**5. Is there an 'on call' rota for the wider workforce to support in the event of an 'incident'?**

No.

**If yes..**

**a. To what seniority level is there an 'on call' responsibility? N/A**

**b. Is the 'on call' responsibility/involvement remunerated in any way? N/A**

**c. What is the hourly rate for any remuneration? N/A**

**6. Is Business Continuity/Emergency Planning delivered solely by the Council or is this delivered on a partnership basis across the region?**

See response to provided to Question 4c above.

The supply of information in response to a FOI/EIR request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk).

Please remember to quote the reference number above in your response.

Yours faithfully

**Information Governance**