

DOCUMENTATION/FUNCTION – BUSINESS CONTINUITY PLANS

IMPLEMENTATION				
Target Population	Managers, Staff, Partners			
Duty	To ensure Business Continuity Plans are in place for identified priority service areas and the Plans are tested regularly.			
Training Requirements	General awareness raising for all – plus enhanced training and support for those in priority service areas required to develop and test Business Continuity Plans.			
Lead Officer	Assistant Director, Regulatory Services			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Updates to COB on Business Continuity	19/11/15, 21/04/16, 3/11/16	COB are fully aware of the status of the Business Continuity Management System (BCMS)	CCU/Bill Westland
	1:1's offered to all Assistant Directors	As required	General or specific advise to AD's on all BC matters	CCU
	Support offered at HOS meetings to complete Business Impact Analysis	Regulatory Services – 02/09/16 Adult Services – 12/12/16 Others to follow	Business Impact Analysis (BIA's) to be refreshed for all Services by 31/03/16	CCU
	Revised Intranet now has a revised structure of Business Continuity plans, ordered by service	Completed 25/11/16	All DBC staff have access to Business Continuity plans	CCU
MONITORING (keeping it effective – recording when it happens)	Suite of Business Continuity plans exist	Regularly revised by plan holders and validated by CCU	DBC have a suite of current, fit for purpose BC plans in place	CCU

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<p>REVIEW (keeping it up to date)</p>	<p>Business Continuity plans reviewed</p> <p>BCMS reviewed by CCU. This is in line with the Business Continuity Management Cycle which prescribes a constant cyclical approach of “Analysis –Design – Implementation – Validation”.</p> <p>Conduct a full review of the Business Continuity Management System by undertaking revised Business Impact Analysis for each Service</p>	<p>Continuous review and revision of plans on a two year cycle</p> <p>September 2016</p> <p>Regulatory Services – 02/09/16 Adult Services – 12/12/16 Others to follow</p>	<p>Plans remain current and fit for purpose.</p> <p>Improvement to the BCMS is deemed to be through revised BIA’s. This will in turn improve the planning arrangements already in place and also give the corporate oversight as to where critical functions are performed and seek to improve resilience.</p> <p>Business Impact Analysis (BIA’s) to be refreshed for all Services by 31/03/16</p>	<p>CCU/plan holders</p> <p>CCU</p> <p>CCU/AD’s/Service Managers</p>
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