BUSINESS CONTINUITY POLICY 2013/14

1. Purpose of this Document

1.1 This Business Continuity Policy forms part of the University's internal control and corporate governance arrangements.

1.2 The Policy explains the University's underlying approach to Business Continuity, documents the roles and responsibilities of the University Board, the University Leadership Team and other key parties. It also outlines key aspects of the Business Continuity process, and identifies the main reporting procedures.

1.3 In addition, it describes the process the University Board will use to evaluate the effectiveness of the University's internal control procedures.

1.4 The aim of Business Continuity Planning is to ensure that, in the event of a major disruption, critical functions and assets are recovered before their non-performance threatens the long-term survival of part or the entire organisation.

2. Strategic Intent

2.1 Bournemouth University will seek to identify, assess and manage risks to Business Continuity that may threaten its ability to deliver its strategic objectives. Business Continuity Planning will be embedded throughout all parts of the University and will align with the Business Continuity Institute Good Practice Guidelines.

3. Scope

3.1 This Policy applies to all functions of the University and to all those responsible for delivering these functions, including staff, students, visitors and contractors.

4. Underlying Approach to Business Continuity

4.1 The BU Major Incident Plan enables BU to control an untoward incident and thus reduce the immediate danger posed to staff, students, the public and its reputation. Once safety has been assured, the key objective will be to resume normal business practice as soon as possible.

4.2 It therefore:

a. provides, manages and supports activity that promotes effective disaster recovery planning;
b. requires key staff to undertake appropriate preparation to mitigate the impact of an incident on the University's assets, reputation, interests and activities;
c. identifies the appropriate people, processes and equipment to manage the University's response to an incident;
d. identifies the appropriate people and processes to implement a timely recovery from an incident;
e. provides the necessary organisation, expertise and resource, including communication and consultation, planning, monitoring, inspection and auditing procedures to ensure that there is effective incident recovery planning throughout BU;

f. promotes current best practice in relation to incident recovery and complies with all relevant legislation and authoritative guidance.

5. Role of the University Board

5.1 The University Board has overall responsibility for overseeing Business Continuity Planning within the University as a whole.

5.2 The Vice-Chancellor, University Executive Team and the University Leadership Team support and advise the University Board in this role.

5.3 The Board will ordinarily discharge some of its responsibilities through the Audit, Risk and Governance Committee. The Committee's role is to:

a. Set the tone and influence the culture of Business Continuity Planning within the University;
b. Monitor the management of Business Continuity Planning and satisfy itself that this is adequate;
c. Review annually the University's approach to Business Continuity Planning, including its effectiveness, and approve changes or improvements to key elements of its processes and procedures;
d. Advise the Board on the Business Continuity Plans and make recommendations as appropriate;
e. Approve the Business Continuity Policy and review it on an annual basis.

6. Role of the University Leadership Team

6.1 Key roles of the University Leadership Team collectively are to:

a. Implement policies on Business Continuity and internal control
b. Identify and evaluate the significant risks to Business Continuity faced by the University for consideration by the University Board
c. Provide adequate information in a timely manner to the University Board and its committees on the status of Business Continuity Planning
d. Undertake an annual review of effectiveness of the system of Business Continuity Planning and provide a report to the University Board

6.2 The University Leadership Team will ordinarily discharge some of these responsibilities through the Risk Management Steering Group and/or Major Incident Group.

6.3 ULT members are individually responsible for managing Business Continuity plans in their own area.

6.4 All staff, students, visitors, contractors and other employers who work at BU are required to comply with all relevant policies and procedures.

6.5 The Business Support Manager, reporting to the Chief Operating Officer, is responsible for the co-ordination and management of the University's Business Continuity Plans and reports to the University Leadership Team. Risk Management is co-ordinated via the Risk Management Steering Group.

7. Business Continuity as Part of the System of Internal Control

7.1 Business Continuity Planning encompasses School and Professional Services-level plans which together ensure that the University is able to respond to a variety of operational disruptions and manage the subsequent recovery. The policies are set,

implemented and communicated by senior management to staff. There is a close interface with both the Risk Management Steering Group and the Major Incident Group. Business Continuity Plans will be tested and updated annually.

8. Annual Review of Effectiveness

8.1 The University Leadership Team will prepare a report annually on the effectiveness of the Business Continuity Planning process for consideration by the University Board. This report will include details of tests of the Plans that have taken place and any recommendations made.

CURRENT PLAN DATE	NEXT REVIEW DATE	PREPARED BY	APPROVED BY
1 May 2013	1 May 2014	Shona Nairn Smith	ARG 24.05.13