

Business Continuity Management (BCM) Policy

Increasingly, there is a requirement for organisations to have in place formal systems which prepare them for disruptive events and set out the arrangements designed to minimise the effects of such events.

The business continuity management programme is an ongoing management and governance process supported by the Senior Management Team (SMT) aimed at ensuring that the necessary steps are taken to identify the impact of potential incidents, maintain viable recovery strategies and plans, and ensures continuity of Teaching and Learning, Research and Enterprise.

The BCM programme encompasses the University's core activities including teaching, research, support services and facilities, irrespective of the location of delivery.

It is a requirement that all Schools and Services carry out a Business Impact Analysis and develop Business Continuity Plans (BCPs) for their key activities. The aim of this approach is to provide structured guidance and procedures to support effective recovery in the event of a disruption. The plans must be reviewed, tested and maintained to ensure that they remain relevant and will be effective if called upon following an incident. Plan owners must ensure the documents are periodically updated, and that any training and succession needs are addressed.

There will be an overarching University Emergency Management Plan describing the central arrangements for responding to major disruptive events, managing the effects on the University's business and the circumstances in which the School and Services local business continuity plans should be invoked.

Strategic oversight of the BCM programme resides with the Deputy Vice Chancellor & University Secretary. The Health & Safety Advisor has responsibility for coordinating the programme at an operational level. Assistance is also provided by the University's Security Manager, and by the Senior Management Team which has oversight of strategic risks and maintains an institutional risk register. Internal governance elements are confirmed via the normal university processes incorporating both University Council and Audit Committee.



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