

UNIVERSITY OF ABERDEEN

ADVISORY GROUP ON BUSINESS CONTINUITY & RESILIENCE

BUSINESS CONTINUITY POLICY

1 INTRODUCTION

- 1.1 The University of Aberdeen has a responsibility to ensure the health and welfare of its staff and students, and to minimise the disruption to critical business operations in the event of an incident or disaster. Although the Civil Contingencies Act 2004 does not apply to universities, it does promote the implementation of business continuity planning within all organisations, and there are increasing expectations that large organisations should have in place formal business continuity systems that prepare them for disruptive incidents in order to minimise the effects on the key services which they provide.
- 1.2 There is other legislation that must also be considered to ensure that we take appropriate action to protect our staff and students against harm, including those who assist with the response to a major incident. This includes, but is not limited to the Corporate Manslaughter and Corporate Homicide Act 2007 and the Health and Safety at Work Act 1974.
- 1.3 The purpose of this policy is to:
- Define and formalise the University's approach and commitment to business continuity;
 - Clarify roles and responsibilities in relation to business continuity planning and management;
 - Define the mechanism for reporting on the University's business continuity and emergency planning arrangements (including responsibility, frequency).
- 1.4 This policy will be reviewed and updated annually by the Advisory Group on Business Continuity & Resilience. It will support the University's overall strategic ambitions.

2 COMMITMENT

- 2.1 The University has established and will maintain a comprehensive business continuity management system (BCMS). International Standard ISO 22301 (Business continuity management) is widely regarded as setting out good practice in business continuity management and will inform the development of the University's business continuity arrangements.
- 2.2 The University has an established Risk Management process. The BCMS will operate in conjunction with this process to ensure that plans and resources are concentrated in the highest risk/business critical areas.
- 2.3 The University of Aberdeen's BCMS will include plans and resiliency measures that cover the areas of people, premises, technology, information, external services and suppliers. The scenarios that are planned for may be incidents that are local in nature, impacting on a single facility or section, or could have regional impact, with multiple University of Aberdeen facilities or sections in a geographic area being affected by the incident.
- 2.4 The types of disruptive incidents which are the most significant to the University will be identified, and business impact analysis and risk assessment will be applied to key services and supporting services, processes and resources.
- 2.5 The University of Aberdeen will:
- Establish business continuity strategies that align with the University's Strategic Plan;
 - Establish and implement business continuity plans across all areas of business according to an agreed timeframe for delivery, with the level of planning undertaken

proportionate to the impact that loss of service would have on the University's operations and strategic objectives;

- Develop business continuity measures for people, premises, technology, information, external services and suppliers;
- Co-ordinate with all internal and external stakeholders where appropriate;
- Integrate the business continuity programme, where appropriate, with existing policies and procedures;
- Have an active Emergency Management Team (EMT) and Incident Response Teams with a robust incident management methodology, which is embedded into the organisation.

3 ROLES AND RESPONSIBILITIES

3.1 *Senior Champion*

3.1.1 A member of the University's senior management will be the Business Continuity Champion and will oversee the University's arrangements for business continuity planning.

3.2 *Advisory Group on Business Continuity & Resilience*

3.2.1 An Advisory Group on Business Continuity & Resilience has been established to:

- Advise University management on matters relating to business continuity policy and actions necessary to implement University policy;
- Monitor the extent of compliance with the University's Business Continuity Policy;
- Facilitate discussions between units within the University on interdependencies regarding matters of business continuity;
- Receive regular feedback from Schools and Professional Services on resilience issues;
- Report at least annually to the University Management Group and after incidents;
- Oversee the maintenance and coordination of the University's Emergency Management Plan and bring to University Management Group attention matters relating to its arrangements.

3.2.2 The Group will meet at least three times per year and more frequently if circumstances require it.

3.3 *Schools and Professional Services*

3.3.1 Business continuity plans have been developed by individual Schools and Professional Services for business critical areas. It is expected that, as part of the continuous development of a comprehensive BCM system, all Schools and Directorates will establish and implement business continuity plans according to an agreed timeframe for delivery, with the level of planning undertaken proportionate to the impact that loss of service would have on the University's operations and strategic objectives. Schools and Professional Services will be required to provide the Advisory Group on Business Continuity & Resilience with regular updates on business continuity planning. Heads of School and Heads of Professional Services will ensure that all members of staff are made aware of the arrangements which are relevant to them and of the plans in which they will have roles.

3.3.2 Those responsible for negotiating and managing contracts which relate to key services and supplies should give necessary consideration to the inclusion of business continuity conditions in those contracts to help ensure that the contractor is able to deliver acceptable levels of service following a disruptive incident affecting the University and/or the contractor. This includes transnational education arrangements, where consideration needs to be given to incident response and recovery procedures and any legislation in the country where there may be specific health and safety requirements relating to incident response. Where satellite locations will share systems used in Aberdeen, for example, consideration should be given as to how an incident in Aberdeen may impact on functions overseas, and put in place necessary arrangements to minimise the impact of the incident on critical services. Consideration should also be given as to how communication with overseas stakeholders would work in the event of an incident.

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

3.3.4 Plans will be reviewed annually and will be subject to test and exercise at least once every two years. A formal business impact analysis review will be undertaken at least once every three years.

4 CO-ORDINATORS

4.1 Central Business Continuity Coordinator

4.1.1 The University has a Central Business Continuity Coordinator to

- have strategic oversight of the development and implementation of the University's business continuity and emergency planning arrangements
- Provide support and guidance to Schools and Professional Services on business continuity planning and emergency planning matters;
- Work across all services to ensure interdependencies are recognised and a consistent approach is applied across the University;
- Monitor standards and compliance with the policy across the University;
- Deliver training and exercises;
- Liaise with external stakeholders to support the maintenance and development of the University's arrangements;
- Maintain knowledge and understanding of relevant standards, guidance, and legislation;
- Develop and maintain the University's Emergency Management Plan;
- Coordinate debriefs following a major incident;
- Continual review of the BCMS and Emergency Management Plan to ensure they remain fit for purpose, recommending improvements where necessary.

4.2 Local Business Continuity Coordinators

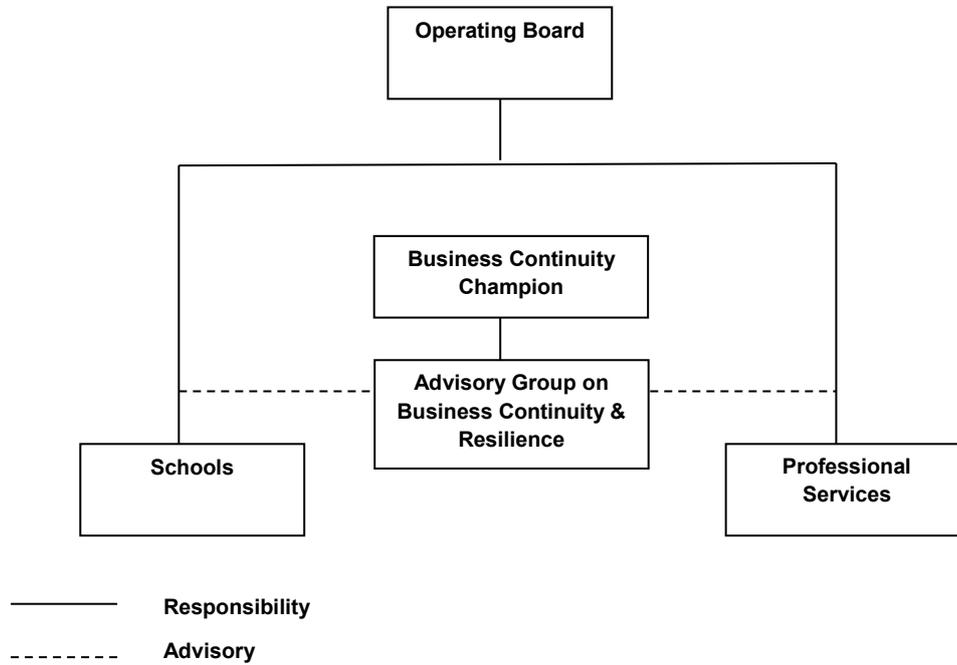
4.2.1 In addition, each School and Professional Service that holds a business continuity plan will appoint a member of staff to the role of local business continuity coordinator to provide support and guidance on business continuity planning at a local level. Local business continuity coordinators will be responsible for developing and maintaining local business continuity Plans, and will be supported by the Central Business Continuity Coordinator in undertaking this role.

Updated October 2018

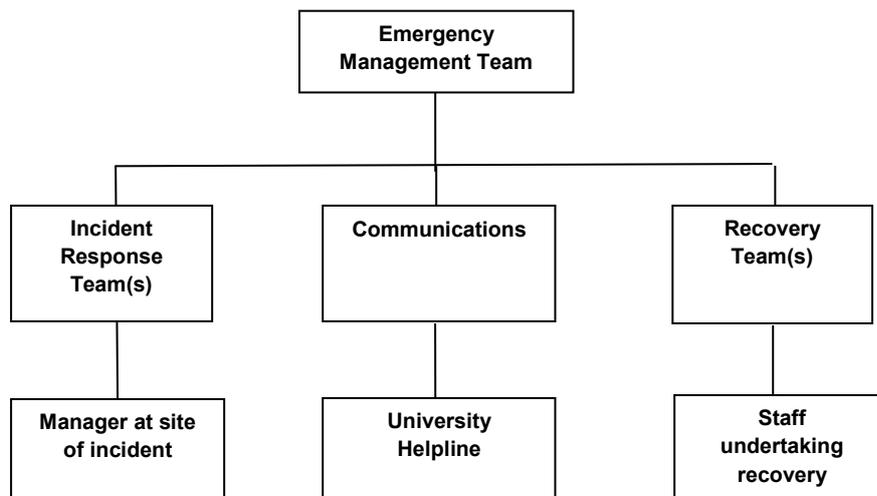
APPROVALS	DATE
Business Continuity Management Working Group	27 May 2011
University Management Group	30 June 2011
Operating Board	21 October 2011
Review by: Advisory Group on Business Continuity & Resilience	21 October 2011 10 October 2013 05 December 2014 07 October 2016 06 October 2017 04 October 2018

APPENDIX A

Organisational structure for planning for business continuity



Organisational structure for responding to an emergency or other major disruptive incident



Metadata	
Title	Business Continuity Policy
Author	Ashley Kirby, Policy & Planning Adviser
Owner	Advisory Group on Business Continuity & Resilience
Date Published / Approved	October 2011, University Operating Board
Version	Version 6
Date for next review	October 2019 (annually) by AGBC&R
Audience	Staff
Related Documents	Emergency Management Plan, Business Continuity Plans; Advisory Group on Business Continuity & Resilience Remit and Composition
Subject / Description	A statement detailing the University's business continuity management system and commitment to ensure its preparedness for disruptive incidents.
Equality Impact Assessment	N/A
Section	Estates and Facilities
Theme	Business Continuity; Emergency Planning