

Appendix 2 - Business Continuity Action Plan

	Action	RESPONSIBILITY	Target Completion Date	Progress
	Adopt Corporate Business Continuity Policy Statement and Strategy.	Head of Public Protection	June 2013.	Completed. Endorsed by Corporate Management Team June 2013 Including introduction of Business Impact Analysis and Risk Assessment templates.
	Pilot Business Continuity Process in Catering Services <ul style="list-style-type: none"> • Pilot Business Impact Analysis • Pilot Risk Assessment • Complete Catering Business Continuity Management Strategies 	Head of Public Protection	30 th September 2013 31 st December 2013 28 th February 2014	Completed October 2013 Completed January 2013
	Present Business Continuity Action Plan to Audit Committee for approval	Head of Public Protection	5 th March 2014	
	Conduct mapping exercise to confirm existing Business Continuity arrangements.	Head of Public Protection	14 th February 2014	In progress
	Implement Business Continuity Process in the Environment Directorate <ul style="list-style-type: none"> • Complete Business Impact Analysis • Complete Risk Assessment • Complete Environment Directorate BCM Strategies 	Acting Deputy Chief Executive	17 th January 2014 31 st March 2014 30 th May 2014	Briefing to Directorate SMT 3 rd December have been followed by briefings to individual SDMTs. Completed.

	Action	RESPONSIBILITY	Target Completion Date	Progress
	Implement Business Continuity Process in the Education Directorate <ul style="list-style-type: none"> • Complete Business Impact Analysis • Complete Risk Assessment • Complete Education Directorate BCM Strategies 	Acting Deputy Chief Executive	14 th March 2014 31 st June 2014 30 th November 2014	Briefing to Directorate SMT 11 th February 2014
	Implement Business Continuity Process in the Social Services Directorate <ul style="list-style-type: none"> • Complete Business Impact Analysis • Complete Risk Assessment • Complete Social services Directorate BCM Strategies 	Director of Social services	31 st March 2014 31 st June 2014 30 th November 2014	Briefing to Directorate SMT 25 th February 2014
	Implement Business Continuity Process in the Corporate Services Directorate <ul style="list-style-type: none"> • Complete Business Impact Analysis • Complete Risk Assessment • Complete Environment Directorate BCM Strategies 	Acting Director of Corporate Services	14 th March 2014 31 st June 2014 30 th November 2014	Briefing to Directorate SMT 11 th February 2014
	Corporate Review of Risks and BCM Strategies	Corporate Management Team	31 st December 2014	