

APPENDIX 2

Proposed Business Continuity Work Plan April 2006 – December 2007

Item	Proposed action	Latest implementation	Lead officer	Key partners
BC PHASE 1				
Raise business continuity awareness in the council	Deliver business continuity briefing to CMT and managers, in particular, statutory duty under Civil Contingencies Act 2004	Apr 06 and through 06-07	BCO	CMT
Draft business continuity corporate policy	Hold policy review meeting with CMT, revise draft policy, finalise and publish corporate policy	May 06	BCO	CMT PRM Consultants
Identify critical service areas	Deliver business continuity management workshops to Executive Directors, Directors and Assistant Directors; to give overview and identify critical service managers; assist Directors to produce directorate business impact assessments	June 06	BCO	CMT Directors PRM Consultants
Train critical service managers	Deliver business continuity planning workshops and one-to-ones to critical service managers; to identify key business impact issues	Aug 06	BCO	Directors Service Managers PRM Consultants

Item	Proposed action	Latest implementation	Lead officer	Key partners
BC PHASE 1 cont.				
Review business continuity impact assessments	Hold business continuity impact assessment reviews with the above service managers; to ensure issues identified have been adequately addressed	Oct 06	BCO	Directors Service Managers
Ownership of business continuity plans	Each service manager's business continuity plan to be reviewed and signed off at Director level; therefore ownership rests with the Director and service manager	Nov 06	BCO	Directors
Produce business continuity strategy document for council	PRM Consultants to identify key business continuity strategic issues for council, draft business continuity strategy document for review by BCO, CMT to approve final strategy	Dec 06	PRM Consultants	BCO CMT
EXTERNAL				
Produce flu pandemic guidance	To produce a flu pandemic toolkit and guidance for service managers across the council	Apr 06	BCO	EPO PCT CMT Relevant Managers
Promote business continuity to SME's	Deliver business continuity promotion in conjunction with local business partnership; to inform small & medium size enterprises; seek features in local press and using business portal	May 06 and through 06-07	BCO	EPO Partnership Unit Community Links/Engagement

Item	Proposed action	Latest implementation	Lead officer	Key partners
Intranet and Internet development	Develop intranet and internet pages for use by staff and small & medium size enterprises	May 06 Dec 06	BCO	Asst EPO Ins & Risk Asst
BC PHASE 2				
Identify medium-critical service areas	Deliver business continuity management workshop to Executive Directors, Directors and Assistant Directors; to give overview and identify medium-critical service managers	Jan 07	BCO	CMT Directors
Train medium-critical service managers	Deliver business continuity planning workshops and one-to-ones to medium-critical service managers; to identify key business impact issues	Mar 07	BCO	Directors Service Managers
Review business continuity impact assessments	Hold business continuity impact assessment reviews with the above medium-critical service managers; to ensure issues identified have been adequately addressed	May 07	BCO	Directors Service Managers
Ownership of business continuity plans	Each service manager's business continuity plan to be reviewed and signed off at Director level; therefore ownership rests with the Director and service manager	Jun 07	BCO	Directors Service Managers

Item	Proposed action	Latest implementation	Lead officer	Key partners
BC PHASE 3				
Identify less-critical service areas	Deliver business continuity management workshop to Executive Directors, Directors and Assistant Directors; to give overview and identify less-critical service managers	Jul 07	BCO	CMT Directors
Train less-critical service managers	Deliver business continuity planning workshop and one-to-ones to less-critical service managers; to identify key business impact issues	Sep 07	BCO	Directors Service Managers
Review business continuity impact assessments	Hold business continuity impact assessment reviews with the above less-critical service managers; to ensure issues identified have been adequately addressed	Nov 07	BCO	Directors Service Managers
Ownership of business continuity plans	Each service manager's business continuity plan to be reviewed and signed off at Director level; therefore ownership rests with the Director and service manager	Dec 07	BCO	Directors Service Managers
TESTING				
Testing of plans in place	In conjunction with the EPO, arrange a series of table top exercises to test the business continuity plans of service areas in an emergency scenario	Jan 07 Jun 07 Dec 07	BCO EPO	CMT Directors Service Managers

