BUSINESS CONTINUITY MANAGEMENT POLICY

Introduction

The University aims to build organisational capacity to anticipate, respond and adapt to major incidents and disruptions. Inability to deliver priority services diminishes the student experience and potentially the University's research status both of which impact on strategic objectives within Strathclyde 2030.

This Business Continuity Management (BCM) Policy forms part of the University's documented Business Continuity Management System (BCMS) and outlines the approach to be taken to ensure disruptions are minimised and the University can continue to deliver its priority services at acceptable predefined levels.

Scope

This Policy applies to all University owned and operated premises including those not on the main University campus in the city centre; all staff and students working or studying within these premises; all Faculties, Departments, Schools and Professional Services Directorates. It also includes outsourced activities and suppliers that support delivery of the University's services and activities.

With regard to third parties who occupy space on campus, they are expected to maintain their own business continuity plans which align with the University's requirements.

Excluded from the Policy are non-University premises where staff or students are on secondment or placement. In these situations, the host organisation's incident and business continuity arrangements will be followed with the University providing support and management as necessary.

Objectives

The overarching BCM Policy objectives which inform the programme of activity and specific objectives are:

- Protect the health, safety and wellbeing of staff, students and others affected by incidents.

- Comply with legal and regulatory obligations.

- Minimise the impact of major disruptions on staff, students and others who engage with us for teaching and research services.

- Build a resilient culture where staff are properly prepared for incidents and disruptions, are familiar with Business Continuity plans and are well practiced in their deployment.

- Protect the University's reputation.

- Build confidence with interested parties that effective plans are in place to minimise impacts from disruptive incidents and facilitate a return to normal business as soon as possible.

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Programme

This will be accomplished through a dedicated BCMS and programme of activity listed below.

- Business impact analyses and risk assessments for priority services, processes and activities.

- University Business Continuity Plan and suite of University Incident Response Plans that will be supported by Departmental BC Plans and a clear organisational incident response structure.

- Suitable training to ensure staff are competent to fulfil their assigned roles and responsibilities

- Communication of business continuity arrangements to staff and where requested to other interested parties.

- Scheduled tests and exercise to practice the plans.

- Scheduled audits to provide feedback on adherence to the BCMS.

- Regular management reviews of the BCMS to ensure it is fit for purpose.

- Continually improve the BCMS through implementation of lessons learned and setting specific objectives and targets to ensure the programme of activity is completed.

- Allocation of suitable resources to support a robust BCMS.

Responsibilities and Accountabilities

The Principal has designated the University Compliance Officer as the lead senior officer with accountability for the BCM Policy, system and programme. Active leadership on BCM is required at all levels of the University. All staff have a responsibility for BCM with specific roles and additional responsibilities assigned to nominated persons as detailed in the BCM roles and responsibilities document. The Executive Team will influence and shape the strategic direction of BCM through this Policy and objectives that align to the strategic aims in Strathclyde 2030. The Audit and Risk Committee has responsibility for reviewing the adequacy and effectiveness of the University's corporate governance arrangements including systems for risk and resilience.

Standards

The Policy and system are aligned to ISO 22301 and Business Continuity Institute Good Practice Guidelines 2019. It is recognised this policy is part of the University's wider risk management approach and therefore supports the Risk Management Framework and Occupational Health and Safety Policy and associated OHS Roles, Responsibilities and Accountabilities Standard.

Revision

This policy will be reviewed annually and in the intervening period in event of significant changes that may affect its validity.

Professor Sir Jim McDonald
Principal and Vice-Chancellor

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