

ACTION PLAN: Business Continuity Management

Key Task	Actions necessary to complete the task	Deliverable(s) (What do we want to achieve?)	Who is taking forward	Start date	Completion date	Are there any dependencies?	Notes on actions taken	Progress expressed as BRAG status (Red / Amber / Green / Blue)
Business Continuity Champions identified	Presentation to Heads of Service on BCM and position statement	Heads of Service gain an understanding of BC requirements	Caroline Evans	07/07/2014	07/07/2014			
	Ask HoS to identify one single point of contact for their service area	A single point of contact between BC officer and the service established	Heads of Service	07/07/2014	18/07/2014	Heads of Service		
Business Continuity Champions trained	Produce a ½ day training session	A ½ day training session produced to deliver to BC Champions	Caroline Evans / Wayne Jones	08/07/2014	01/08/2014			
	Check Champions diaries	Date for training identified	Caroline Evans	25/07/2014	28/07/2014			
	Book training venue	Establish training location	Caroline Evans	29/07/2014	30/07/2014			
	Communicate training location and date / time to Champions	Champions know when and where to attend training	Caroline Evans	31/07/2014	31/07/2014			
	Deliver training to officers	Officers are provided with a basic understanding of BC and	Caroline Evans / Wayne Jones	01/08/2014	22/08/2014	Heads of Service / BC Champions		

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Business Continuity Officer	Advertise and recruit full time permanent post	Ensure compliance with the Civil Contingencies Act (CCA) 2004	David Powell	11/07/2014	31/08/2014			
High Level Business Impact Analysis	Examine services and the potential impact of not delivering those services	An up-to-date service priority classification which informs the requirement for a service / activity BCP	Champions	26/08/2014	29/09/2014	Services		
Requirements & Strategy Report	Provide a list of all resources needed to deliver the service and its activities	A list of essential resources required to enable the minimum level of service to function and manage the business disruption	Champions	01/09/2014	05/09/2014	Services		
	Provide a list of possible solutions to the impact of the loss of one of the key generic impacts identified as risk impacts	A list of options for delivery of the service to function throughout emergency situations	Champions	08/09/2014	12/09/2014	Services		
	Provide Continuity Option Choice	Action owner and auditable date for implementing the continuity option selected. Framework to populate the BCP.	Champions	15/09/2014	19/09/2014	Services		

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Service Business Continuity Management Plans	Populate the Service BCP	A simple and easy to follow guide to utilise following a disruption which supports continuation of service delivery	Champions	22/09/2014	26/09/2014	Services		
	Carry out table top exercise	Service BCP is exercised and validated	Services	29/09/2014	03/10/2014	Services		
	Distribute Service BCP to all appropriate staff involved in delivering the service	All staff included in the Service BCP understand their role within it	HoS	06/10/2014	10/10/2014	Services		
Corporate Business Continuity Management Plan	Carry out risk assessment of key services	Identify the impacts of disruption upon critical services in the event of an emergency	Caroline Evans	06/10/2014	08/10/2014	Service BCPs		
	Update the Corporate BCP	A simple and easy to follow guide to utilise following a disruption which supports continuation of service delivery	Caroline Evans	09/10/2014	10/10/2014	Service BCPs		
	Corporate BCP signed off by Audit Committee and Cabinet	The Council meets its requirements under the CCA 2004	Cabinet	17/10/2014	11/11/2014	Service BCPs	Audit Committee 17 th October Cabinet 11 th November	