UNIVERSITY OF STIRLING
BUSINESS CONTINUITY POLICY

Introduction

Business Continuity Management is a process which allows an organisation to proactively mitigate the operational risks that may affect its business. This increases resilience and places the organisation in a stronger position to continue its critical activities in the event of disruption, albeit perhaps at reduced capacity.

Statement

The University of Stirling takes Business Continuity Management seriously and is committed to do all that is reasonably practicable to maintain the University's critical activities at a predetermined level in the event of disruption. Through the development of robust Business Continuity Plans, the University will deliver a coordinated incident response, communicate effectively with staff, students and other stakeholders, maintain critical activities at acceptable levels, minimize the impact of any incident and resume business as usual as efficiently as possible.

BCM will be delivered in conjunction with the University’s Risk Management process. Risk Management aims to reduce risk to acceptable levels, however for some critical operational activities, Business Continuity Plans will be required to ensure that where a risk materialises, disruption is minimised and recovery is effective. Both Business Continuity Management and Risk Management contribute towards robust corporate governance.

BCM is a requirement for all Service Areas & Academic Schools within the University.

Objectives of Policy

- To develop a Business Continuity Management System (based on ISO 22301:2012) appropriate to the risks that the University faces and the potential impact on its critical services
- To improve operational resilience
- To raise the profile of BCM as part of normal management practice.

Implementation

There are three key phases to implementation of Business Continuity within the University:

- **Business Impact Analysis** identifies the critical activities, resources required and key timescales.
- **Business Continuity Plans** focus on what actions need to be taken in order to resume critical activities to an acceptable level within an appropriate timescale
- **Testing/Exercising** of plans to ensure that they are effective

The Business Continuity Officer will assist with all aspects of implementation.
**Responsibilities**

**Governance:** Overall responsibility for Business Continuity Management rests with the University Court and the University Principal, as Chief Academic & Administrative Officer. Responsibility for the implementation of BCM rests with the Director of Estates & Campus Services.

**Implementation & management** is devolved to the Head of Operational Risk & Environmental Sustainability (OR&ES) and the Business Continuity Officer. The Business Continuity Officer will support Academic Schools & Service Areas, retain an overview of the overall state of preparedness within the University, ensure compatibility between plans and ensure that University-wide operational risks are addressed.

**Heads of Academic Schools and Service Directors** have a responsibility to ensure that BCM is embedded within their areas of responsibility and that the appropriate level of planning is undertaken.

The **Major Incident Response Team** will oversee and manage the University’s response to any referred incident.

The **Business Continuity Planning Group** will monitor progress on BC, and consider specific incidents which are likely to affect the University.

**All staff** must be aware of the University’s business continuity process and the role or responsibilities that they have.

**Review**

An annual report on Business Continuity will be provided to Audit Committee. The BC Policy will be reviewed every 3 years.

Approved by University Court
31st March 2014