

<b>Title:</b>	<b>Business Continuity Policy</b>	
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<b>Appendices:</b>	<b>1.</b>	<b>Business Continuity Policy</b>
	<b>2.</b>	<b>Business Continuity Management System Development Timescale</b>
<b>Consultation:</b>		
<b>Resource Implications:</b>	<b>No</b>	

<b>Executive Summary:</b>	
<p>The Audit Committee considered an internal audit that highlighted significant effort was required to bring the Care Inspectorate's Business Continuity Management System (BCMS) up to date at its meeting of 30 May 2019.</p> <p>The Audit Committee considered a report that provided a plan for achieving this at its meeting of 12 September 2019.</p> <p>The production of a Business Continuity Policy for the Board's consideration approval at the Board meeting of 26 September 2019 is the first deliverable on this plan. This Policy is attached as Appendix 1.</p> <p>The Audit Committee also wished to ensure the Board are aware of the time frame in which it is planned to bring the BCMS up to date. The BCMS Development Timescale is attached as Appendix 2.</p>	
<b>It is recommended that the Board:</b>	
1.	Approves the Business Continuity Policy (Appendix 1)
2.	Notes the BCMS Development Timescale (Appendix 2)

<b>Links:</b>	Corporate Plan Outcome	2	Risk Register Number		EIA Y/N	N
<b>For Noting</b>		<b>For Discussion</b>		<b>For Assurance</b>		<b>For Decision</b> x

## **BUSINESS CONTINUITY POLICY**

### **1.0 INTRODUCTION**

This Care Inspectorate is currently undertaking significant change (business transformation, digital transformation and ICT modernisation). The scale of this change means our Business Continuity Management System (BCMS) needs to be updated to reflect these changes.

An internal audit report considered by the Audit and Risk Committee at its meeting of 29 May 2019 highlighted this was a significant piece of work. The Audit Committee considered a subsequent management report at its 12 September 2019 meeting that set out the plan to achieve this.

The first deliverable on this plan is the approval of a Business Continuity Policy that provides a clear framework for the development and implementation of the BCMS.

### **2.0 BUSINESS CONTINUITY POLICY**

#### **2.1** A draft Business Continuity Policy is attached as Appendix 1. This Policy is intended to provide a clear framework for the BCMS including governance arrangements and roles and responsibilities.

The Board are requested to consider and approve this Policy.

### **3.0 BCMS DEVELOPMENT TIMESCALE**

#### **3.1** The Business Continuity Management System Development Timescale recently considered by the Audit and Risk Committee is attached as Appendix 2 for Board members' information.

### **4.0 IMPLICATIONS AND/OR DIRECT BENEFITS**

#### **6.1 Resources**

There are no direct resource implications or benefits associated with the approval of the Business Continuity Policy.

Developing the BCMS will require resources. A displaced Operational Support Manager has been identified to support this work. The BCMS development timescale is ambitious and further support may be required.

In addition, there may be training requirements that will have a cost attached and additional external support will be required as the work progresses.

Any additional resource requirements will be detailed in regular EG Progress Reports.

**6.2 Sustainability**

There are no direct sustainability implications or benefits.

**6.3 Policy**

There are no direct policy implications or benefits.

**6.4 People Who Experience Care**

An effective Business Continuity Management System is intended to ensure the Care Inspectorate can continue to provide assurance, protect and improve the lives of people who experience care even when faced with significant adverse events.

**6.5 Customers (Internal and/or External)**

An effective Business Continuity Management System is intended to ensure the Care Inspectorate can continue to provide services to customers even when faced with significant adverse events.

**7.0 NEXT STEPS**

**7.1** The process for bringing the Business Continuity Management System up to date has started and progress will be regularly reported on.