

UPDATE PAPER ON THE STRATEGIC BUSINESS CONTINUITY PLAN

Background

The SaTH Business Continuity Policy and Strategy document was originally presented to HEC in August 2011, where the Summary and recommendations were approved by the Committee (recommendations attached as appendix 1). However, the actual Policy and Strategy needed to have a number of amendments made with regard to the Communications Section. This work was completed and the document resubmitted to the HEC in October 2011 where the HEC agenda was deferred by a month - to make way for a bed closure meeting; the revised Policy and Strategy was then ratified on the 22nd of November 2011.

As the Policy and Strategy was written prior to completion of the organisational re-structure, a review date was set for the end of March 2012. That review is now underway and is scheduled to be fully complete by the end of July 2012 with a programme of work set with target dates to achieve.

Update on the summary and recommendations

REF. No.	RECOMMENDATION/ACTION	UPDATE
1	The creation of a new Business Continuity Group to look at and assess complex cross-cutting and interdependency chains across the organisation	The Business Continuity group was formed in January, and the third meeting taking on the 22 nd of May 2012
2	To have an agreed Mission Statement (as per guidance and specification)	The Mission Statement has been written and will be presented to the next group.
3	To conduct a training needs assessment and develop a training and implementation programme from results; (Emergency Planning Advisor with Workforce Development)	The first part of this assessment process, was to look at the training needs of the group; the Emergency Planning Manager has delivered a training presentation to the BCM group and is currently offering help to individual members where needed.
4	As well as the Executive Director; there is a need to identify a Non Executive Director to have the Resilience reference (to comply with guidance and specification)	Executive Director Andrew Stenton; Non Executive: Trust Chairman - Dr John Davies
5	To have early discussions with commissioners in the next commissioning, ensuring collaborative working with resilience leads. This is detailed in (PAS 2015:2010)	Evidence of moving towards compliance is currently being collated for the next commissioning round
6	To develop a stepped work programme with targets, milestones and reviews, aimed at working towards compliance with BS NHS 25999 and meeting the Publicly Available Specification (PAS2015:2010) (Emergency Planning Advisor with Workforce Development)	Will be Completed with Business Continuity review by the end of July with an agreed implementation programme. Each service area to agree target date for transferring existing information into British Standard format.

7	Business Continuity/Resilience should be in Job Descriptions	Levels of jobs descriptions and wording to be agreed and put forward to the Workforce Director for approval.
8	Resilience should be an integral part of board business and a consideration on all board papers	Wording to be agreed and to be put forward for approval
9	To engage in discussions with the British Standards Institute to clarify programme of work to demonstrate compliance and the procedure for gaining certification in the process	Richard Steventon (MES) has advised the group that using the Trusts existing accreditors (URS) currently used in (MES) for British Standard and I.S.O processes would be more cost effective than the British Standards Institute and URS are going to start accrediting BS.25999 through pilot schemes in 2012.
10	To develop a good practice resilience model within the Trust	URS audit to be carried out in (MES) to look at what needs to be done for British Standard 2599 certification. Finances in place and dates to be agreed with auditing company as soon as possible.