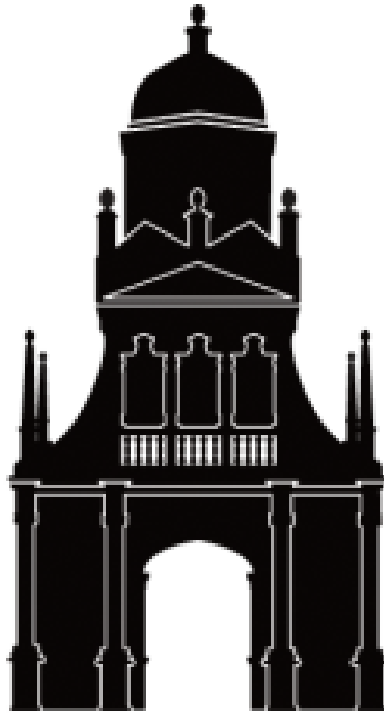# GONVILLE & CAIUS COLLEGE

BUSINESS CONTINUITY MANAGEMENT POLICY

This document is a statement of policy of Gonville & Caius College. Its primary purpose is to ensure that all members of the College Business Continuity Management Committee are aware of their responsibilities in relation to Business Continuity and to assist them to discharge those responsibilities. The policy takes into account how Business Continuity Management will be established so as to ensure that the College can continue to deliver a minimum level of service to its Fellows and Students in the event of a disruption using the **College Business Continuity Management System**.

Date of Issue:	November 2013
Date of issue for review by College Council:	16 March 2022
Date approved by College Council:	16 March 2022
Policy owner: Head Porter	
Reviewed by:	
Health, Safety & Security Sub Committee	23 November 2021
Works & Accommodation Committee	8 March 2022
Last reviewed:	November 2021
Next review date:	March 2023

BUSINESS CONTINUITY MANAGEMENT POLICY

Introduction

Gonville and Caius College Business Continuity Policy provides the framework within which our organisation can comply with the Business Continuity Requirements of the College by introducing a Business Continuity Management System (BCMS) that aligns with ISO 22301:2012.

Business Continuity Management is being established to ensure that the College can continue to deliver a minimum level of service to our Fellows and Students in the event of a disruption.

Plans will be made, published and tested for key services as agreed by the Business Continuity Management Committee.

Business Continuity Management Committee

The Business Continuity Management Committee is to consist of the:

- Senior Bursar (Chair and High Level Response Incident Controller);
- Senior Tutor: (High Level Response and Alternative Chairman);
- Operations Director (High Level Response and Alternative Chairman);
- Head Porter;
- Head of Maintenance;
- College Housekeeper;
- IT Manager;
- Tutorial Office Manager.
- Head of Communications
- Other staff may be asked to participate as required

 The Committee will meet annually, or ad hoc as a result of a material adverse event. A cyclical planned response exercise is envisaged triennially followed by a more detailed review by the Committee of our approach taken.

Application

The policy applies to those Heads of Departments (HoD) responsible for key service provision to:

- Fellows and staff to both manage the College, accommodate and supervise students;
- Staff to carry out day-to-day operations in support of Fellows and students:
- College buildings, accommodation and associated infrastructure;
- IT systems and infrastructure;
- Maintain utility supplies in support of operations

Purpose

Gonville and Caius College's Business Continuity Policy provides a structure through which:

- A comprehensive BCMS is established and maintained;
- Key services, together with their critical processes, activities, and supporting resources and interdependencies, will be identified;
- Business impact analysis and risk assessment will be applied to critical processes and activities, supporting resources and interdependencies;
- Plans will be developed to ensure continuity of key services at a minimum acceptable level and within specific timeframes following disruption;
- Invocation of business continuity plans and communications;
- Plans are subject to on-going exercising and revision; in order that the Master and the College Council are assured that the BCMS remains up to date and relevant.

Policy Statement

- Each key service within the College is owned by a designated HoD;
- The HoDs will ensure that plans are in place for each key service;
- Each key service must be delivered to a minimum acceptable standard;
- Departments will provide professional support to improve the resilience of critical activities, together with the resources to support key services;
- The Business Continuity Management Committee will:
  - Review and update the BCMS process;
  - Review and update the Policy and Scoping documents;
  - Review and update all other supporting documents;
  - Coordinate and deliver a joint workshop and/or exercise and/or rehearsal with all Departments;
  - Benchmark the exercise results and provide guidance and support where necessary.
- Each Department will be required to take part in a triannual exercise in order to rehearse its business continuity plans and make modifications where necessary, to take account of the exercise results;
- Contracts with suppliers of critical goods and services to the College must include a requirement for the supplier's business continuity processes to be approved and to be exercised to the satisfaction of the College;
- All staff must be made aware of the plans that affect their Department as well as understanding their resilience roles and responsibilities in the event of an invocation of our business continuity plans;

- The Master and the College Council are to be kept informed about our business continuity management arrangements, as they may affect the continuity of services provided to them.

Benefits

The policy provides a clear commitment to establishing a BCMS within Gonville and Caius College, which will enable HoDs to:

- Continue to provide key services to Fellows and students in times of disruption;
- Make best use of personnel and other resources at times when both may be scarce;
- Reduce any period of disruption to the College, Fellows and students;
- Resume normal working more efficiently and effectively after a period of disruption;
- Improve the resilience of our College's infrastructure to reduce the likelihood of disruption; and
- Reduce the operational and financial impact of any disruption.

Roles and Responsibilities

- This Policy is owned by the Business Continuity Management Committee;
- The Senior Bursar chairs the Business Continuity Management Committee;
- The Senior Bursar is responsible to the Master and the College Council for all business continuity and resilience management issues and will:
  - Review and develop the policy in line with best practice and the needs of the College;
  - Monitor the performance of the BCMS and compliance with the Policy; and
  - Provide resilience support and guidance to HoDs.

Policy Review Date

This policy will be subject to review on 1st November 2022, and annually thereafter.