

BUSINESS CONTINUITY ACTION PLAN

Action Required	Responsible Officer	Target Date
The approved Corporate Business Continuity Plan to be published on the Council intranet.	Director of Resources	July 2013
Re-instate the Corporate Business Continuity Group.	Director of Resources	August 2013
A critical service priority list to be developed detailing appropriate recovery timescales.	Business Continuity Group	September 2013
Existing business continuity plans to be reviewed and updated for each service area, ensuring staff contact details are up to date, recovery timescales appropriate and any changes to service delivery reflected. 1) Service area plans by early October. 2) Property, HR and ICT plans by end October (to incorporate service priorities).	Service Managers	October 2013
Staff to be made aware of relevant service business continuity plans.	Service Managers	October 2013
A review of training needs to be undertaken.	Business Continuity Group	November 2013
Hard copies of corporate and individual service continuity plans, along with copies of plans of the main Council Offices to be held off site (Swindon Road Depot).	Director of Resources/ Service Managers	November 2013
The number of staff required to be accommodated at alternative locations to cover critical tasks to be ascertained.	Business Continuity Group	January 2014
Alternative accommodation for the short, medium and long term to be identified and included within the Corporate Business Continuity Plan. Consideration to be given to reciprocal arrangements.	Director of Resources/ Property Services Manager	February 2014
Testing of the Business Continuity Plan.	Business Continuity Group	March 2014