

UNIVERSITY OF ULSTER POLICY SCREENING PRO FORMA

What is the Policy? (Name/Description of the Policy)

Business Continuity Management Policy

The Business Continuity Management (BCM) Policy covers the University's aims, principles and approach to BCM, how it will be delivered, key roles and responsibilities and how BCM will be governed and reported on.

The initial policy, Version 1.0, was screened in June 2007. The current policy, Version 1.3, has not changed though it has been revised to include the Corporate Business Continuity Plan which has been produced to aid in its implementation.

All documentation in relation to Business Continuity Management in the University can be found on the Business Continuity website at www.ulster.ac.uk/bcm

What is the aim, objective or purpose of the Policy?

The BCM Policy sets out the University's aims, principles and approach to BCM, what and how it will be delivered, key roles and responsibilities and how BCM will be governed and reported on.

By developing Business Continuity Planning the University will be able to manage its

Who defines or defined the Policy and who implements it?

The Corporate Business Continuity Management Group (CBCMG) is responsible for defining and maintaining the framework for Business Continuity Management including policy, strategy, maintaining the Corporate Business Continuity Plan, overall implementation, testing, training and review.

It is the responsibility of the business units to ensure that they have enough information in their specific section of the Business Continuity Plan, to enable them to recover from an incident and continue to provide a service to clients within acceptable timeframes.

Is the Policy applied uniformly throughout the University? Yes No

If "no", what are the consequences in terms of the screening process?

Who are the stakeholders in relation to this Policy, e.g. DEL, UCAS?

The University, Faculties, Schools, Administrative Departments and Research Groups.

How do we interface with other bodies in relation to implementation of this Policy?

All the documentation has been produce with reference to:

- British Standards Institute BS 25999-1:2006, Business Continuity Management – Part 1: Code of Practice
- The Business Continuity Institute - Good Practice Guidelines

What data are available to facilitate the screening of this Policy?

Initial testing of the Business Continuity Plans will begin in November 2011 the results of which will facilitate in identifying any problems with this policy's screening.

1. Is there any evidence of higher or lower participation or uptake by the following characteristics?

	Yes	No	Not Known
Religious Belief		✓	
Political Opinion		✓	
Racial Group		✓	
Age		✓	
Marital Status		✓	
Sexual Orientation		✓	
Gender		✓	
Disability		✓	
Dependants		✓	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative analysis or quantitative analysis where available.

Please comment:

In implementing the BCM Policy University wide we have not encountered any issues so far.

2. Is there any evidence that different groups have difference needs, experiences, issues and priorities in relation to this Policy?

	Yes	No	Not Known
Religious Belief		✓	
Political Opinion		✓	
Racial Group		✓	
Age		✓	
Marital Status		✓	
Sexual Orientation		✓	
Gender		✓	
Disability		✓	
Dependants		✓	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative analysis or quantitative analysis where available.

Please comment:

We have not encountered any issues so far in the implementation of this policy

3. Have consultations with relevant groups, organisation or individuals indicated that policies of this type create problems specific to them?

	Yes	No	Not Known
Religious Belief		✓	
Political Opinion		✓	
Racial Group		✓	
Age		✓	
Marital Status		✓	
Sexual Orientation		✓	
Gender		✓	
Disability		✓	
Dependants		✓	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative analysis or quantitative analysis where available.

Please comment:

A Business Continuity Awareness program is to begin in January 2012 with articles in the University's Core Brief and staff magazine, a website has also been produced to promote the implementation of BCM within the University. This will allow any problems with these groups to be communicated and give them a channel for feedback.

4. Is there an opportunity to promote equality of opportunity or community relations better by altering the Policy, or by working with others, in Government, or in the larger community in the context of this Policy?

Yes No

Please elaborate:

This policy is to do with business recover requirements and technical methods of carrying this out in the University

5. Does the Policy discourage disabled people from participating in public life and fail to promote positive attitudes towards disabled people?

Yes No

Please elaborate:

This policy is to do with business recover requirements and technical methods of carrying this out in the University

6. Does the Policy provide an opportunity to better promote positive attitudes towards disabled people or encourage their participation in University life?

Yes No

Please elaborate:

This policy is to do with business recover requirements and technical methods of carrying this out in the University

7. If the answer to any of the questions in 1 to 6 is yes, please indicate whether you consider the Policy may significantly impact on the University's obligation to have due regard to the need to promote equality of opportunity.

Please elaborate:

None

8. What data are required in the future to ensure effective monitoring?

A method of monitoring is provided by the Business Continuity Awareness program which begins in January 2012 with articles in the University's Core Brief and Staff magazine.

The Business Continuity website will also give contact details to allow a channel for feedback.

9. In the context of question 3, are there any relevant groups which you believe should be consulted? Please specify.

No, the University as a whole will be informed by the awareness program to be carried and the implementation itself of the Business Continuity across the University.

Feedback will be received via all these channels and any additional groups that feel they should be consulted can be identified.

10. Please indicate whether a full impact assessment is recommended.

Yes No

Please elaborate:

This policy is to do with business recover requirements and technical methods of carrying this out in the University

For this reason it is not considered that a full impact assessment is necessary

POLICY Business Continuity Management Policy

This Policy does not require an EQIA however additional information is included in this section.

Timetable for impact assessment

- a. On a scale of 1-5, 1 being the highest priority and 5 being the lowest, assess the Policy in terms of priorities for impact assessment.

	1 - 5
Social Need	
Effect on people's daily lives	
Effect on economic, social and human rights	

Please indicate whether you think this policy should be reviewed in year 1,2,3,4 or 5.

This Policy will be reviewed in two years time in accordance with University procedures.

- b. Is the Policy affected by a strategic planning documents e.g. Agenda for Action, Institutional Plan, Strategic Development Plan?

Yes

Please elaborate

Business Continuity Planning is included in the March 2011 Corporate Risk Register under:

- RISK A2
Failure to maintain core business activities and objectives as set out in the Corporate Plan 2006/7 to 2010/11
- RISK A6
Risk of inadequate infrastructure in order to support the University's core corporate and strategic objectives, particularly in relation to:
 - 6.1 IT processes
 - 6.2 Estates
 - 6.3 Data quality
 - Personnel (see RISK A8)

- c. Is the Policy affected by the time table established by other relevant public authorities or organisations in relation to common functions?

Yes

Please elaborate

In response to an Internal Audit review the University created a working group to develop an action plan and a Business Continuity Planning governance model. A governance model and action plan were presented to the Senior Management Group (SMG) on 13 November 2006 and was accepted resulting in the Corporate Business Continuity Management Group (CBCMG) being created to drive forward the action plan and provide top level support to the planning process.

The Group has been audited on a number of occasions since then and its current Action Plan is based on the Business Continuity & Disaster Recovery Planning internal audit of 2009/10 the actions from which are due for completion in December 2011.

- d. What is the scale of expenditure incurred by the Policy?

None, Business Continuity has no budget.

Preliminary
Screening by:

Date: 05/10/2011

A handwritten signature in cursive script, appearing to read "C. Santos", is written over the "Screening by:" text.