



BUSINESS CONTINUITY POLICY

LINCOLN COLLEGE

POLICY CO/PO/5

SPONSOR

Chief Executive Officer

Equality and Diversity Statement

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

LINCOLN COLLEGE

BUSINESS CONTINUITY POLICY

CONTENTS

Para	Contents	Page Number
1	Introduction, purpose and objectives	1
2	Scope	1
3	Commitment and Intent	1
4	Roles and Responsibilities	2
5	Chief Executive Officer (CEO)	2
6	Group Director of Finance and Commercial (GDFC) and Managing Director (Education and Training Delivery (MDE&TD)	2
7	Managers/Heads of Department	3

1 INTRODUCTION, PURPOSE AND OBJECTIVES

- 1.1 Lincoln College (the College) is committed to providing exemplary education to the community and all of its students in addition to maintaining a safe and healthy environment for all who work, study or visit its premises. In order for this to continue following a major adverse incident the Business Continuity Policy and the Business Recovery Plan have been developed.
- 1.1 The purpose of this policy is to ensure that the following objectives are met:
 - 1.1.1 The College has a process in place that encompasses planning, preparation and prevention to mitigate the effects and demands placed on it by a major adverse incident.
 - 1.1.2 The College is able to respond to the extra demands placed on it in a timely and efficient manner.
 - 1.1.3 The College has a process in place to ensure provisions are made to enable normal services to be resumed as soon as practicable following a major disruption to its organisation.

2 SCOPE

- 2.1 This policy applies to all activities for which the College has direct responsibility. We will seek to promote this policy with all partners, stakeholders and contractors.

3 COMMITMENT AND INTENT

- 3.1 The College is committed to ensuring that critical services will continue to be met and any increased demand for services due to the major adverse incident are met. To enable this to occur, services and activities will be prioritised and reviewed periodically through the Risk Management Group.
- 3.1 The College will promote best practice to ensure that preparedness and response are suitable and sufficient to react to any unforeseen emergency on its business operations.
- 3.2 The College is committed to working closely with all staff to develop and implement preparedness and resilience measures that will enable them to react to disruptive events and minimise recovery time.
- 3.3 The College will provide information, instruction and training to its employees to enable them to ensure best practice.
- 3.4 This policy will be reviewed annually by the Risk Management Group and amended as necessary taking into account any changes in circumstances, legal requirements or recommendations received.

4 RISK MANAGEMENT GROUP

- 4.1 Members are elected to the Risk Management Group by way of their job role in order to ensure effectiveness and best practice is available at all times on all areas of the College's business operations.
- 4.2 Elected members will monitor the overall preparedness and resilience of their areas of responsibility, ensuring compliance with College policies and any relevant legislation.
- 4.3 Elected members will be responsible for highlighting an emerging risk to the Risk Management Group to ensure preparedness in the event the risk occurs.
- 4.4 In the event the College is in the recovery stage following a major adverse incident, the elected members are responsible for monitoring the risks which occurred or may occur from the incident and ensuring their area of responsibility regains resilience.

5 CHIEF EXECUTIVE OFFICER (CEO)

- 5.1 The CEO has overall responsibility for this policy and is accountable for the overall risk management of the College.
- 5.2 The CEO is responsible for ensuring that all parts of this policy are adhered to by the responsible persons.
- 5.3 The CEO is responsible for reviewing the effectiveness of the Business Continuity Plan.
- 5.4 The CEO will delegate the Group Director of Finance and Commercial (GDFC), Managing Director of Education & Training (MDE&TD) and relevant Directors / Heads to be accountable for the Business Continuity Policy and Business Recovery Plan.
- 5.5 The CEO will promote a positive attitude and culture towards contingency awareness and encourage positive attitudes amongst staff.
- 5.6 The CEO will ensure the emergency response and business continuity arrangements are included in the business planning process and other strategic plans and that job descriptions and objectives are reflected as appropriate.
- 5.7 The CEO will ensure that the emergency management and business continuity performance is reviewed annually and at other times when necessary.

6 GROUP DIRECTOR OF FINANCE & COMMERCIAL / MANAGING DIRECTOR OF EDUCATION & TRAINING

6.1 The GDFC and MDE&TD are responsible to the CEO for ensuring adequate emergency management and business continuity is in place for their areas of responsibility. Their responsibilities include but are not limited to:

6.1.1 Promoting a positive preparedness and resilience culture.

6.1.2 Ensuring that contingency planning procedures are adhered to.

6.1.3 Preparing a statement of their directorates' business continuity arrangements, detailing any on-going concerns or shortfalls in requirements.

6.1.4 Ensuring that all emergency planning and business continuity responsibilities within their directorate are properly assigned.

6.1.5 Ensuring emergency planning and business continuity is adequately reflected in business plans and risk registers.

6.1.6 Ensuring that specific risks from either internal or external events that could affect their area of responsibility are reflected in the College risk register.

7 DIRECTORS / HEADS

7.1 Directors are responsible to the GDFC and MDE&TD for ensuring their staff are aware of and prepared for Business Continuity / Recovery arrangements within their area of responsibility. The Business Recovery Plan is available to assist in this process.

7.2 To enable this to happen Directors and Heads should:

7.2.1 Inform their staff of the Business Continuity Policy

7.2.2 Ensure they are familiar with the Business Continuity Policy and of their role within the Business Recovery Plan.