

<b>Reference Number:</b> UHB 50 <b>Version Number:</b> 06	<b>Date of Next Review:</b> 30th Jan 2021 <b>Previous Trust/LHB Reference Number:</b> N/A
<b>BUSINESS CONTINUITY POLICY</b>	
<p><b>Policy Statement</b></p> <p>The UHB will promote a culture of business continuity management (BCM). It will instil confidence in its stakeholders (staff, patients and customers) in its ability to effectively deal with, and recover from disruptive challenges.</p> <p>The UHB will:</p> <ul style="list-style-type: none"> <li>• Ensure statutory obligations and policy objectives are met;</li> <li>• Seek to improve overall business resilience;</li> <li>• Ensure that adequate business recovery arrangements and plans are in place;</li> <li>• Safeguard its employees, clients or service users, and all stakeholders to whom the UHB has a duty of care;</li> <li>• Preserve and promote the reputation of the UHB.</li> </ul>	
<p><b>Policy Commitment</b></p> <p>The Chief Executive, Executive Directors, the Chief Operating Officer, Assistant Directors, and Clinical Board Management Teams are committed to ensuring that business continuity (BC) processes are implemented, plans are written and brought to the attention of relevant staff in their Directorates.</p>	
<p><b>Supporting Procedures and Written Control Documents</b></p> <p>The supporting BC Planning Guidance describes the UHB BC process that will:</p> <ul style="list-style-type: none"> <li>• Assist with the development and maintenance of agreed plans and procedures to respond to a business disruption that could adversely affect the productivity/normal operating of the UHB;</li> <li>• Mitigate the impact of a disruptive challenge;</li> <li>• Provide guidance on the recommended methods to rapidly recover the situation back to normal operation.</li> </ul> <p><b>Other supporting documents include:</b></p> <ul style="list-style-type: none"> <li>• Risk Management Policy (<a href="#">UHB 023</a>)</li> <li>• Major Incident Plan (<a href="#">UHB 053</a>)</li> <li>• Adverse weather Procedure (<a href="#">UHB 095</a>)</li> <li>• Bomb Alert and Suspect Package Procedure (<a href="#">UHB 234</a>)</li> </ul>	
<p><b>Scope</b></p> <p>This policy applies to all staff including those with honorary contracts. Where the disruption of those activities impact on the wider community the UHB will engage with the community representatives and/or relevant partner agencies. This includes:</p> <ul style="list-style-type: none"> <li>• All UHB services</li> <li>• Information Technology systems (voice and data communications systems) – inclusive of disaster recovery.</li> <li>• Business processes</li> <li>• Personnel</li> <li>• Liaison with utility providers i.e., power, gas</li> </ul>	

Document Title: Business Continuity Policy	2 of 2	Approval Date: 30th Jan 2018
Reference Number: UHB 50		Next Review Date: 30th Jan 2021
Version Number: 6		Date of Publication: 2 <sup>nd</sup> May 2018
Approved By: Resource and Delivery Committee		

<b>Equality and Health Impact Assessment</b>	An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be no impact
<b>Policy Approved by</b>	Resources and Delivery Committee
<b>Group with authority to approve procedures written to explain how this policy will be implemented</b>	Resources and Delivery Committee
<b>Accountable Executive or Clinical Board Director</b>	Executive Director for Strategy & Planning

**Disclaimer**

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

**Summary of reviews/amendments**

Version Number	Date Review Approved	Date Published	Summary of Amendments
1	Unknown		<ul style="list-style-type: none"> <li>Information not available</li> </ul>
2	October 2010		<ul style="list-style-type: none"> <li>Approved by Planning Committee</li> </ul>
3	May 2012		<ul style="list-style-type: none"> <li>Information not available</li> </ul>
4	April 2014		<ul style="list-style-type: none"> <li>Approved by HSMB</li> </ul>
5	March 2015		<ul style="list-style-type: none"> <li>Approved by HSMB</li> </ul>
6	30/01/18	02/05/18	<ul style="list-style-type: none"> <li>A revised scope specifying the inclusion of UHB services, information technology systems, business processes, personnel and utilities such as power and gas; and examples of incidents which may cause a business disruption.</li> <li>The identification of key clinical and support services.</li> <li>Further clarification the accountability and responsibility</li> <li>The introduction of a command and control element, firmly linking this policy to the arrangements set out within the UHB 2017 Major Incident Plan.</li> </ul>