

Business Continuity Plan

Purpose:	Approval
Author:	Director of Finance and Operations
Approver:	Chief Executive

Summary

This paper includes an updated Business Continuity Plan (BCP) which takes into account changes in the way we work driven by hybrid working. Our dependence on IT infrastructure has increased as a result and the plan now focuses much more on the mitigation of risks relating to failure of any part of our IT infrastructure.

The amended plan was submitted to the ARC on 17 October 2023 for review. The comment and suggestion from ARC have been incorporated into this version of the BCP.

Recommendations

Council is asked to review and approve the attached Business Continuity Plan.

Risk management

The purpose of the Business Continuity Plan is to mitigate risks to the effective operation of CLC business in the event of a serious incident, such as a major security alert, weather disruption affecting access to the office premises or lose of IT systems.

Regulatory Objectives

The preparation and adoption of a comprehensive BCP enhances the CLC's ability to be able to achieve all the regulatory objectives even in adverse circumstances.

Financial impact

There are no financial considerations specific to this report, however any implementation of additional IT controls or other mitigations are likely to have a financial impact.

Diversity and inclusion impact

There are no diversity and inclusion considerations specific to this report.

Communications requirements

Contact information for CLC staff is updated regularly.

All staff have access to the WeWork Emergency Response Guide and the Data Breach Policy and Reporting procedure, receive regular training on IT security, data breach awareness and reporting and participate in premises evacuation drills.

Any amendments which are made to the Business Continuity Plan will be communicated to staff in writing and at staff meetings.

Publication

Not for publication, as the Business Continuity Plan contains personal information.

Annex A

The CLC Business Continuity Plan