



Business Continuity Policy Appendix B Roles and Responsibilities

Not Protectively Marked

Appendix B: Roles and Responsibilities

The Management Team

- This group is responsible for defining and directing the strategic approach to BCM across MSDC.
- This group will ensure that effective and robust Business Continuity practices and procedures are in place across the council area.
- Enable the production of effective Business Continuity plans / resumption plans where appropriate.
- Enable the reviewing of organization Business Continuity plans / resumption plans at least annually, or after any major disruption or organizational change.
- Promote the exercising and evaluation of its Business Continuity plans at least once per year.
- Support the Emergency Planning Manager in organising and conducting the exercising and development of Business Continuity within the organization.
- Ensure that Business Continuity representatives are adequately trained.
- Promote Business Continuity at the Monthly Business Unit Leaders' meeting.

Business Unit Leaders (BUL's)

BUL's will:

- Work with their teams and the Business Continuity lead for the council, to ensure that all "time critical" council activities are identified and Business Continuity plans developed.
- Monitor and benchmark the testing of Business Continuity plans.
- Be responsible for ensuring that any lessons learned from testing, exercising or activation of any plans are shared with other departments and reported to the Management Team or the Risk Management Group.
- Support the Business Continuity planning process and testing activity.
- Enable staff to acquaint themselves with any of the organisation's Business Continuity plans that affect them.

Emergency Planning Manager / Business Continuity lead

As Business Continuity lead the Emergency Planning Manager will:

- Work with managers to ensure that the "time critical" council activities are identified and Business Continuity plans developed.
- Monitor and benchmark the exercising of Business Continuity plans.
- Provide training and professional advice to support managers in the development, implementation and exercising of Business Continuity plans.
- Be responsible for ensuring that any lessons identification from testing, exercising or activation of any plans are shared with other departments and reported to the Management Team or the Risk Management Group.

Council Staff Members

- All staff members should read any Business Continuity plans that are relevant to their area of business and be familiar with the part that they play in it.