

Business Continuity Group

Terms of Reference and Membership

The purpose of the Business Continuity Group is to;

- To ensure the effective implementation of the King's Business Continuity Policy across the institution
- To monitor through testing and reporting the efficacy of the Critical Incident Plan
- To lead de-brief sessions following the activation of the Critical Incident Plan, implementing any recommendations for further development activities
- To lead of providing training and development activities are undertaken at all levels within the institution.

Goals

- To continuously improve Business Continuity and Emergency Planning at King's College London to minimize the disruption to the business of the College.
- To identify appropriate actions in order to provide a robust and reliable and cost effective emergency response system for the College and a sound environment to facilitate that system.

Deliverables

- To support the Senior Management Team, under the Senior Vice President Operations, during Critical events.
- To provide a forum for discussion of emergency management issues which are common to, or affect all, departments providing a front of house service to students, staff and visitors.
- To identify appropriate departments or individual officers responsible for those actions.
- To ensure reliable processes and systems exist to support effective communications during a critical incident, whether those be to internal or external stakeholders, third parties and between teams engaged in any emergency response.
- To report to the Senior Executive Team via the Senior Vice President Operations, on the work of the group, the risks to business continuity and critical incident recovery and propose solutions for consideration.
- To monitor the corporate risk register and action plan in relation to operational risks identified by the group.
- To maintain links with professional support networks for emergency management and business continuity within the Higher Education sector.
- To maintain links to interested parties (CSZ, Team London Bridge, GSTT), and to ensure integrated response plans across embedded space where appropriate.

Membership of the BCP Group

Chairman	Director of Real Estate	Mr N O'Donnell
Deputy Chair	Director IT Governance	Mr J Butterworth
	Directorate of Estates and Facilities Strand Campus College Safety Officer Information Services & Systems KCLSU Biomedical and Health Sciences Internal Communications Residences Directorate of Finance Human Resources IoPPN School of Arts and Sciences Library Services School of Nursing and Midwifery Students and Education Dental Institute	Mr R Kent Mr G Gillmer Mr A Scott/Dr S Johnson Mr N Bailey Mr S Gandesha Mr A Hardie Ms S Masters Ms P Lisboa Mr H Wilson/Mr J Harrison Ms L Chester Mr S Shemilt Ms S Rowe Ms S Appleyard Ms M Pazdej/Mr W Lupton Mr C Shelley Mr J Williams
In attendance	Directorate of Estates and Facilities Representative from Bouygues Representative from GSTT Representative of CIS	Ms A Hobbs Ms K Hoy Mr C Goard (General Manager) Ms J Childs (Resilience Manager) Mr W Lyle (Head of Security KCL)

Meeting Schedule

The Group will meet on a bi-monthly basis and anyone wishing to be in attendance at the meeting should contact Alison Hobbs in the first instance.

Meeting dates are shown on the BCP calendar via the sharepoint link below.

Resources and Budget

The Estates and Facilities Directorate will support and host the workings of the BCP Group. The BCP group will over time need to agree how medium and long term funding is managed to support the college plans.

Governance

The Chair and Deputy Chair will report annually to the Senior Vice President Operations, and have their progress noted in Audit committee reports

Additional Notes

The online resources for this Group are hosted on SharePoint, the log-on page is:
<https://emckclac.sharepoint.com/teamsites/governance/bcp/SitePages/Home.aspx>

Contact the BCP Group

You can contact the group via Alison Hobbs (PA to Nick O'Donnell) Alison.hobbs@kcl.ac.uk or contact the Business Continuity Improvement Project Manager Sarah Rowe sarah.a.rowe@kcl.ac.uk

Owner	DATE	Version
A. Hobbs	17/09/2016	2.4
S.Rowe	03/10/2016	2.5 – update to job titles