

Recommendation	Priority	Benefits	Response
Governance			
The business continuity management policy and project initiation document (PID) should be finalised as soon as possible.	High	Confirmation of sponsorship, acting as leverage for implementation.	<u>Agreed:</u> Yes. <u>Comments:</u> Policy document approved on 6 th March 2008. PID in progress. Delay in approving policy document delayed PID. <u>Responsibility:</u> DCEPO <u>Target completion date:</u> 1 st May 2008
The alignment of the business continuity management function should be given appropriate consideration during the “One Council For Wiltshire” transition.	Medium	Mitigation of risks of business continuity management activity “stalling” during and following the transition.	<u>Agreed:</u> Yes. <u>Comments:</u> The implementation of Shadow Planner will enhance the capability of transferring staff information/plan information to the new authority. Once the proposed new structure is published it will be possible to decide upon alternative locations and the strategy to address infrastructure points of failure. <u>Responsibility:</u> N/A <u>Target completion date:</u> 1 st April 2009
In addition to the planned business impact analysis and development of recovery strategies, a vulnerability assessment should be performed for critical resources (human, technology, etc.) to feed into the Council’s risk management processes and identify risk mitigation strategies (e.g. avoidance, transference, etc).	Medium	Identification of risks to critical resources, and opportunity to use information gathered during business continuity management activities to further inform the Council’s overall approach to risk management.	<u>Agreed:</u> Yes. <u>Comments:</u> Links with the Risk Management Group are well established. A risk officer has recently been appointed and the risk management process has been revised. The DCEPO and EPO BCM sit on the operational risk management group. <u>Responsibility:</u> EPO BCM <u>Target completion date:</u> 1 st December 2008 (details will emerge during completion of BIAs).
Business continuity performance metrics should be developed to report the progress of the planning process, outcomes of test exercises, and stakeholder feedback. This should be reported to the Corporate Leadership Team, and integrated with the corporate risk management process.	Low	Tracking the benefits, reporting progress, and obtaining stakeholder feedback on the business continuity management programme.	<u>Agreed:</u> Yes. <u>Comments:</u> See comments above. Part of the PID will include work streams to incorporate these activities. <u>Responsibility:</u> DCEPO <u>Target completion date:</u> 1 st September 2008
The Council should develop a risk-based schedule for testing the business continuity plan. The outcome of tests should be reported and used as an input for continuous improvement .	Low	Obtaining early sponsorship for business continuity testing activities, linking frequency of testing with impact of failure.	<u>Agreed:</u> Yes. <u>Comments:</u> A formal system for evaluating exercises and implementing lessons learned will be implemented as section plans are completed. <u>Responsibility:</u> BCM Steering Group. <u>Target completion date:</u> 1 st September 2008
Recovery Strategies			
Following the completion of the business impact analysis, recovery strategies should avoid	Medium	Increasing the likelihood of successful	<u>Agreed:</u> Yes. <u>Comments:</u> The potential for single points of failure will be covered in the BIA of each service. For example all

Action Plan (continued)

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