

## **Management Board**

### **Biannual update: developing a Business Resilience capability**

*Paper from the Business Risk and Resilience Group*

#### **Purpose**

1. To provide an update to the Management Board of Parliament-wide business resilience activities.

#### **Action for the Board**

2. The Board is asked to note the content and approve the direction of travel proposed within paragraph 8, “Next Steps”; in particular, the proposed Management Board exercise.

#### **Background**

3. The business resilience coordinator is a bi-cameral position tasked with developing and maintaining the Parliamentary service’s capability to respond to, and recover from, a major incident. The postholder is based in the OCE, House of Commons. [s.40]
4. Reporting to BRRG, the business resilience coordinator maintains the Business Continuity database, provides training and exercising to maintain plans, and sits on a number of programme boards, including the Relocation Planning Group and PB 2012, to ensure resilience issues are taken into account.

#### **Update**

5. In July 2011, the Business Resilience Coordinator submitted a project plan to BRRG outlining the key priorities for the short and medium term. This was in part aimed at responding to recommendations from an internal audit report on business continuity arrangements. The main focus agreed by BRRG was to ensure departmental business continuity plans are updated and maintained on the central database overseen by the BRC and that work should begin on the next IMF exercise which will take place early next year.
6. In September 2011 the Houses of Parliament achieved the Cabinet Office Independent Internal Review award from the Cabinet Secretary, Sir Gus O’Donnell, for aligning its resilience arrangements to BS25999-2:2007, the industry standard for best practice in Business Continuity Management.
7. Departments in both Houses have been given a deadline of 18<sup>th</sup> October 2011 to update their Risk Registers and Business Continuity

Plans. To assist them in this process, four Resilience workshops have been offered to the staff concerned.

### **Next Steps**

8. The Board is invited to note and approve the following:
  - a) A short training course entitled 'How to do Business Continuity Management' should be delivered by the Business Resilience Coordinator; the primary audience being departmental business continuity plan authors.
  - b) The Business Resilience policy is to be reviewed and approved by BRRG in November 2011.
  - c) The Management Board is invited to take part in a short (no more than 45 minutes) table-top exercise before the annual exercise in 2012. The aim of the exercise would be to walk through the process of making strategic decisions following a major incident. This follows a recommendation from the Exercise Bicameral Challenge 2011 report.
  
9. If the Board is content, the Business Resilience Coordinator will deliver these activities and report progress through BRRG.

***Jill Pay***

**Chair of the Business Risk and Resilience Group**

## ANNEX

### Terms of Reference

- To act as an internal bi-cameral forum to discuss and, on behalf of the Management Boards, manage business resilience issues at a strategic level and to monitor and support the review process.
- To develop and refine business resilience strategy and ensure that documented, tested and robust incident management and business continuity plans are in place to support the management of corporate business continuity risks in the two Houses of Parliament.
- To discharge the operational requirements for developing and maintaining business continuity plans and the Incident Management Framework to the Business Resilience Co-ordinator.
- To maintain and review contingency plans for the relocation of Parliament.
- To report during the first quarter of the year to the Clerk of the House and the Clerk of the Parliaments on the status of business resilience in the two Houses to feed into the Statements of Internal Control.
- To report and provide assurance to the Management Boards of the two Houses at appropriate times when required to include response to internal audit and external audit of alignment to BS 25999.
- To promote awareness of the Houses' business continuity plans among Members and staff through a communication strategy, a programme of training and planned exercises.
- To include in its membership key representatives from the House Services and PICT. Current membership is:

Serjeant at Arms, HoC (Chair)  
Black Rod, HoL (Deputy Chair)  
Clerk Assistant, HoL  
Clerk of Committees, HoC  
Director of Facilities, HoL  
Head of the Office of the Chief Executive, HoC  
Director of Business Management, Department of Facilities,  
HoC  
Network Services & Programme Director, PICT  
Maintenance Service Manager, PED