

Dear Frances,

RE: INFORMATION REQUEST DATED 2<sup>ND</sup> MAY 2018  
REF: FOI1768

Further to your request for information please see our response below.

REQUEST 1:

**1. Is there a dedicated business continuity resource or team in your organisation?**

RESPONSE:

Yes

REQUEST 2:

**2. If you have a dedicated business continuity resource, in which department does it sit?**

RESPONSE:

Planning and Performance Department

REQUEST 3:

**3. How many employees have a dedicated business continuity role in your organisation?**

RESPONSE:

We have a dedicated Business Continuity Manager, working with a virtual team of colleagues across the university, who may or may not have it explicitly referenced as part of their Job Description. We also have a dedicated Business Continuity working group with a current membership of 21 employees from across the University.

REQUEST 4:

**4. Do you have tailored business continuity plans for each of your departments and schools/colleges or one overarching business continuity strategy/plan?**

RESPONSE:

Currently in the middle of a fundamental review of Business Continuity for the university

REQUEST 5:

**5. How often do you review your business continuity plans?**

RESPONSE:

See response for Request 4

REQUEST 6:

**6. How often do you exercise your business continuity plans?**

RESPONSE:

See response for Request 4

REQUEST 7:

**7. How often do you complete an independent audit of your business continuity arrangements?**

RESPONSE:

See response to request 4, but most recent review completed by Auditors in 2017

REQUEST 8:

**8. How often do you run exercises for your incident management team/emergency response plan?**

RESPONSE:

See response for Request 7

REQUEST 9:

**9. Do you make use of any external shared services to support business continuity planning within your organisation?**

RESPONSE:

Membership of HEBCON, WM BC Group and BCI, others to be reviewed as part of the review

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Requests for an internal review should be made to the Head of Legal and Compliance at [FreedomOfInformation@bcu.ac.uk](mailto:FreedomOfInformation@bcu.ac.uk) or by writing to: Head of Legal and Compliance, Birmingham City University, Joseph Priestley Building, Cardigan Street, B4 7BD.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Please see <https://ico.org.uk/concerns/getting/> for details of their procedure. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.