

**21 NOV 23****BUSINESS CONTINUITY PLANNING****Issue**

1. In November 2022 the Forestry Commission (FC) Executive Board (EB) asked for a review of its business continuity plans.

**Recommendations**

2. The EB are invited to endorse the FC Business Continuity Planning (BCP) draft suite of documents, noting that BCP leads are not being asked to rewrite current plans as allowed for in this framework approach.

**Background**

3. Due to a heightened awareness of risks to routine business from strikes and possible power outages in November 2022, the FC EB asked BCP leads to review FC's approaches to managing incidents to ensure that best practice was followed and there is consistency of approach if appropriate.
4. Business continuity enables Departments to prepare and plan for, and then manage through disruption and adapt to challenges and change.
5. There are a range of business continuity and disaster recovery plans in place across the organisation with varying templates, approaches, and scope. A Business Continuity Working Group was established in November 22 with business continuity leads from across the Forestry Commission organisations.

**Proposed decision for endorsement**

6. The group have provided draft proposals for the following documents for proposed endorsement by the EB:
  - A FC Business Continuity Policy framework, which provides an overarching guide to BCP for the business and has drawn from best practice guidance available.
  - A standardised FC Business Continuity Plan template and;
  - A Business Impact Analysis (BIA) template which can be used to standardise planning for incidents in the future.
7. Best practice also states that we will commit to testing and reviewing plans currently in place. The schedule of testing will be decided by each business areas but as a minimum it is recommended that plans are exercised annually.

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