Forestry Commission

BUSINESS CONTINUITY PLANNING

Issue

1. In November 2023 the Forestry Commission Executive Board were presented with a suite of policy documents covering security, business continuity and business entertainment seeking approval. These documents were not approved pending further consultation across the FC.

Update

2. After the last EB, the policies were circulated following further input from EB members from FE, FR & FS. In addition, they have been recirculated to the Security Risk Management Forum and Business Continuity Working Group.

3. In response to the additional feedback received on the suite of policies, these have been updated to remove the much of procedural elements (to be set out in separate documents), thus making the documents easier for staff to navigate and digest, provide clarity where needed and address any areas that may have caused confusion or conflict with existing policies and processes. An outline of the key changes made is provided below:

Policy Name	Key Changes
FC Security Incident Management Policy and Procedures	Policy, procedures, and reporting templates now in separate documents. Added clarity on the type of incidents covered by the policy (major and moderate).
FC Business Continuity Management Framework	Policy and procedures now in separate documents. Removed references to gold, silver, and bronze command. Clarity made on linkages with existing IT contingency plans and disaster recovery plans.
FC Physical Security Policy	Further clarity added to show the understanding of our diverse estate and how controls will be applied proportionally. Appendix II removed (previously included server room standards). Softened some of the challenges around cleaning and deliveries based on local risk assessment and access procedures. Removed safe rooms reference. Adjusted the post room requirements and provided clarity around access equipment i.e. Fobs and keys etc.
FC Publicly Available Artificial Intelligence Policy	No comments received, no change to policy.

Policy Name	Key Changes
FC Business Entertainment & Working Functions Policy	Removed requirement for finance staff to approve working function spend, instead this responsibility has been assigned to the authorising authority. Additional minor points of clarification added.

4. Further work is needed on the FC Security Incident Management Procedures and FC Business Continuity Procedures to ensure they fit with related processes. It is recommended that these are updated in consultation with the business, and then agreed by the FC EB out of committee before the next ARAC where progress against the FC Security Improvement Plan will be reported.

5. The Executive Board are invited to approve this suite of policies.

Future Improvements

6. To assist in the development and update of policies across the FC going forward we will be conducting a review of all policies, both FC wide and at an FE/FS/FR level. The aim of this review is to seek clarity on policy ownership, coverage, approval routes and consultation processes. We will therefore be reaching out to governance leads in FE/FR/FS to support with this.

7. Examples of policy areas to be considered for improvements are –

    I. IT Security Policies - Similar policies have been developed by the IT teams in FE and FR, a sample of which have been provided below –

FE/FS/CO Policies	FR Policies
Acceptable Use	Acceptable Use
Digital Information Security	Information Security
Access Management	Account & Access
	Supplier Account Management
Malware & Intrusion	Malware and System and Service Monitoring Policy
Mobile Devices	Mobile Telephone & Communication Equipment
Passwords & Authentication	Password
Patching	Patch Management
Removable Media	Removable Storage

    II. Conduct & conflict – FC code of conduct, Working Time Regulations, Business Appointment Rules, Forest Services declaration of interest policy & processes, Board members – registers of interest (process only) all provide behaviour statements and guidance in a similar area, however, they apply to different areas of the business, do not reference each other and some of them are not easily accessible.

8.   Recommendations will be reported where there are issues of duplication/gaps, design or formatting inconsistencies or accessibility of policies.

Head of Internal Governance
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