

EFDC Business Continuity Management (BCM) Development Project Update: August 2019

1. Progress to Date

Since the last update on 11th July 2019, Steven Terry (Independent Consultant) has commenced work on deliverables 1 to 5 on the Project Plan (see **Figure 1**. opposite). He has facilitated a number of workshops and 1-to-1 sessions, supported by Lisa Lipscombe (EFDC Contingency Planning & Corporate Safety Officer) as follows:

Date	Deliverable
25/07/19	IT Service Continuity Management (ITSCM) Workshop
30/07/19	<p><u>BCM Workshop with Pilot Departments:</u></p> <ul style="list-style-type: none"> Community & Partnerships; Corporate Communications; Customer Services; Environmental Health (Commercial); and Waste Management.
19/08/19	<p><u>1-to-1 Follow-Up Sessions:</u></p> <ul style="list-style-type: none"> Community & Partnerships; Corporate Communications; Economic Development; and Environmental Health (Commercial)

2. Project Risks & Issues

Although a date (12th September) has been set for the BCM Workshop for the rest of the Departmental Champions, we are aware that many L1 & L2 Managers are not yet currently in post. If Departments are unable to send appropriate representation to the workshop, this will inevitably cause some slippage in the project timeline.

3. Forward Look

Date	Deliverable
28/08/19	Additional Follow-Up ITSCM Sessions: ICT
TBC	Additional Follow-Up Sessions: Other Pilot Departments
12/09/19	Departmental BCM Champions Workshop
20/09/19	September Update Report

Figure 1. Project Plan Progress Tracker

Deliverable	June	July	August	September	October	November	December
1. BCM Templates	Completed	Completed					
2. BCM Strategy Workshop		Completed	In Progress				
3. Draft Risk Register & Corporate BIA / BCP		Completed	In Progress				
4. Departmental BCM Champions Workshops			Completed	In Progress			
5. ITDR / ITSCM Workshop			Completed	In Progress			
6. Progress Update to LT				Completed	Completed		
7. Draft Departmental BCPs				Completed	Completed		
8. Finalise & Present for Approval					Completed	Completed	
9. BCM Exercise						Completed	Completed