

Classification: Official

Publication approval reference: PR1254



Part 4 – Act Resource C Business Continuity Management Review & Potential Evidence

Version 2.0, 17 April 2023

This checklist is designed to aid the completion of management reviews of the BCMS and its effectiveness. It is not a formulaic list and should be adapted to fit the organisation.

The management review should;

- Be undertaken at planned intervals. The BCMS should describe the frequency held and by whom (e.g. Emergency Planning Manager, Accountable Emergency Officer, Business Continuity leads). This may be annually or sooner if there is a major health sector initiative, the introduction of new regulatory requirements or following a business continuity incident.
- Cover the whole scope of the BCMS but can be undertaken in stages over a period of time.

Include appraisal of;

- The status of actions from previous reviews and audits;
- Changes to the organisation and how it has impacted upon the management system; and
- Opportunities for continual improvement.
- Ensuring that Public Sector Equality Duty (PSED) is complied with, as well as taking into consideration, equality and health inequalities in all documentation and processes.

Be documented;

- The review may take the form of a report, who will it be written, reviewed and authorised by.
- Explain how the final report will be shared i.e. this could form part of the annual EPRR board/governing body report

May result in the following changes;

- Variations to the scope
- Improvements in its effectiveness
- Updates to business continuity procedures.
- Changes to controls and how their effectiveness may be measured

Evidence of the results should be retained;

Table 1 below is taken from the requirements of ISO 22301, which may be used and submitted as potential evidence for the management review.

Table 1 – Requirements and Potential Evidence Table (ISO 22301)

Requirements	Potential Evidence
Follow-up actions from previous management reviews	<ul style="list-style-type: none"> • Recommendations and action plan report
Results of previous reviews and audits, including where appropriate those of key suppliers and outsource partners	<ul style="list-style-type: none"> • Incident and debrief reports, action plans • Internal Audit Reports • Performance Statistics • Reports Results from external audits and assurance
Any internal or external changes that could affect the BCMS	<ul style="list-style-type: none"> • Business Impact Analysis • Corporate Risk Register including any business continuity risks
Vulnerabilities or threats not adequately addressed in the previous risk assessment	<ul style="list-style-type: none"> • BCMR Recommendations Report and Action Plan • Corrective Action / Preventative Action Log
Levels of residual risk and acceptable risk	<ul style="list-style-type: none"> • Corporate Risk Register • Register of Business Continuity Risks
Results of the training programme	<ul style="list-style-type: none"> • Feedback forms • Training Schedule
Lessons from incidents	<ul style="list-style-type: none"> • Corrective / Preventative Action Log • Incident Logs • Post Incident Reports
Exercise results	<ul style="list-style-type: none"> • Post Exercise Reports • Corrective Action / Preventative Action Log • Exercise Schedule
Status of preventative and corrective actions	<ul style="list-style-type: none"> • Corrective Action / Preventative Action Log • Lessons Log
Recommendations for improvement	<ul style="list-style-type: none"> • Training Feedback Forms • Incident Logs • Incident and Exercise Reports • Corrective Action / Preventative Action Log • Papers submitted to Trust Board (or equivalent forum)
Techniques, products, or procedures, which could be used in the organisation to improve the BCMS performance and effectiveness.	<ul style="list-style-type: none"> • Business Impact Analysis • Business Continuity training programme • Business Continuity Plans
Emerging good practice and guidance	<ul style="list-style-type: none"> • Business Continuity Industry Good practice and guidance