

Risk 6	In the event of a disaster, failure to be able to continue to provide services
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Impacts														Probability	Lead Officer
Missed Opportunities	Management distraction	Service Disruption	Impaired Performance	Breach of Contract/asset loss	Staff morale	Govt. Intervention	Financial Cost	Damaged Reputation	Health and Safety	Inefficiency	Strategy change	Impact			
■	□	■	■	□	□	■	■	■	■	□		VH	L	Business Manager, Facilities management	

Causes	Mitigating Controls	Control Owner	Effectiveness (H/M/L)
Business Continuity Plan may not work	BCP plans should be tested regularly according to Consultants' guidelines	Corporate Secretariat	M
Disaster Recovery Pkan may not work	Tested annually - last test Oct 07, then June 08	Business Manager, Business Systems	H
DR plan does not cover all systems	Send list of systems covered to Heads of Service annually for review	Business Manager, Business Systems	M
There is no plan disaster recovery/business continuity plan in place	There is a BCP which considers potential disaster scenarios and identifies a strategy to deal with accomodation/people and IT issues.	Business Manager, Business Systems	M
No clear lead for BCP	Corporate Secretariat manager lead officer	Corporate Secretariat	H
BCP does not work	BCP has now been fully tested	Corporate Secretariat	H
Crisis management team has left	Appoint new team until Directors in place	Corporate Secretariat	M
Flood prevention arrangements are not adequate	Full review of flood prevention arrangements after summer floods.		H
Telephone system fails	Switch main line to Horspath Rd	Business Manager, Facilities management	H
	Revised probability score		L
	Revised impact score		M

Action #	Specific Action	Required Outcome	Milestone date	Member/Officer Accountable	Management Response
1	Test BCP in full	BCP that works in practice			Tested October 07
2	6 monthly revuew of each service's BCP				
3	Flood Prevention Strategy	Develop Stratgey			In place
4					
5					

Early Warning Indicator	Description of Early Warning Indicator / Source of Assurance	Monitored By ?	How often is indicator monitored / assurance required?
1			
2			
3			
4			
5			