**Ref: GJF/2018/06/11**

# GJF LogoBoard Meeting: 21 June 2018

**Subject:** Business Continuity Policy and Major Incident Procedure

**Recommendation:** Board members are asked to discuss and approve the Business Continuity Policy and Major Incident Procedure

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## 1 Situation

The Board’s Business Continuity Policy and Major Incident Procedure have been revised and updated over the last year by the Resilience Group.

**2 Background**

The Business Continuity Policy and supporting Major Incident Procedure have been revised to take account of changes in the Golden Jubilee Foundation (GJF) as well as national guidance/standards and learning from recent events. Action cards have been significantly revised to support the Major Incident Procedure.

The Major Incident Procedure will be tested via a desktop scenario; this is being arranged for August/ September time with support from an external facilitator.

There are some actions ongoing to support implementation via the Resilience Group, for example creating a corporate conference call account and instructions on how to set up for admin support role.

All departments revised their plans in July 2017. As plans should be reviewed annually to ensure up to date, departments are being asked to review again in light of recent severe weather and revised guidance. Specific prompts for links to Electronic Patient Record (EPR) will also be made in this year’s review.

Following department reviews and the desktop testing, the Resilience Group will meet again and complete the site wide plans.

**3 Conclusion/Recommendation**

Board members are asked to discuss and approve the Business Continuity Policy and Major Incident Procedure.

**Anne Marie Cavanagh**

**Executive Nurse Director**

**June 2018**

**(Laura Langan Riach, Head of Clinical Governance)**