

HALIFAX REGIONAL SCHOOL BOARD Business Continuity Management Program

PURPOSE: To provide the Governing Board a report on the progress of the development of a comprehensive Business Continuity Management Program.

BACKGROUND: The November 2015 Auditor General Report included a number of recommendations, among them Recommendation 3.6 which states, *“The Halifax Regional School Board should develop a comprehensive business continuity management program. This program and documented plans within it, should be evaluated and tested on a periodic basis.”* Our response to this recommendation was that, *“Management agrees to implement this recommendation. The development of a comprehensive business continuity management plan will begin during the 2015-16 school year”*.

CONTENT: During the past several months Senior Staff has begun the process of developing a comprehensive business continuity management program. There has been ongoing research and information collection related to the business continuity planning process (BCP). Staff also attended a professional development session provided by the Association of Nova Scotian Educational Administrators on BCP. Public Safety Canada has created a guide to Business Continuity Planning that outlines five stages of the BCP process. We have spent time developing the first two stages, Governance and Business Impact Analysis and we will continue through all five stages until we have developed complete business continuity plans for our six major departments (Operations, Finance, Human Resources, School Administration, Program and Board Services). These plans will be coordinated to create the basis of our comprehensive business continuity management program. *“Develop a comprehensive business continuity management program,”* is included as a priority within Goal Two of our 2016-17 Business Plan. The Governing Board will receive quarterly reports on the progress of the development of this comprehensive business continuity management program and can expect to see a completed comprehensive business continuity management program during the 2016-17 budget year.

COST: N/A

FUNDING: N/A

TIMELINE: Before the end of the 2016-17 budget year

APPENDICES: N/A

RECOMMENDATIONS: That the Governing Board accept this report for information on the progress of the development of a comprehensive Business Continuity Management Program.

COMMUNICATIONS:

AUDIENCE	RESPONSIBLE	TIMELINE
Governing Board	Lance Bullock, Senior Staff Advisor	2016-17 budget year

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To: Governing Board Members