



The Institute  
of Contemporary  
Music Performance

## Business Continuity Policy

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| Version number   | Date approved (including committee) | Reason for production/revision                      | Author                        | Proposed next review date  |
|--|-------------------------------------|---|-------------------------------|----------------------------|
| V2.1   | Sept 2021<br>ExCo                   | Alignment with the Information Governance Framework | Business Development Director | Biennially and as required |
| V2.0   | Sept 2020<br>AuCo                   | Annual review                                       | COO                           | Biennially and as required |
| <b>Related policies</b>  |                                     |   |                               |                            |
| Data Protection Policy<br>Employee Records Data Protection Policy<br>Records Management Policy<br>Data Security Policy |                                     |   |                               |                            |
| <b>External Reference</b>  |                                     |   |                               |                            |
|  |                                     |   |                               |                            |

## 1. Policy

- 1.1. ICMP's policy is to maintain as far as possible the continuity of its activities and to ensure that effective plans and procedures are in place for reacting to, and recovering from, adverse situations that may impact upon ICMP's operational capabilities.
- 1.2. The objective of such plans being to allow ICMP to return to 'normal' operations as soon as possible following such an incident.
- 1.3. This policy is intended to ensure that,
  - 1.3.1. Student's interests are protected as articulated within our Student Protection Plan and that this plan is communicated and reviewed regularly and systematically,
  - 1.3.2. business continuity planning is understood by our stakeholders and is proactively considered as part of our planning processes,
  - 1.3.3. a programme of activity is maintained which ensures the company has the ability to react appropriately to, and recover from, adverse situations,
  - 1.3.4. employees and students are aware of the company's expectations of them during an emergency or business continuity threatening situation,
  - 1.3.5. plans are systematically maintained and tested,
  - 1.3.6. a programme of training and communication is in place.

## 2. Background

- 2.1. Business Continuity Management (BCM) is a process that enables ICMP to proactively identify and plan to minimise the impact of risks that could affect its objectives, operations and infrastructure.<sup>1</sup>
- 2.2. BCM provides the capability for ICMP to ensure continuity of teaching and research, together with support for its students, staff, departments and faculties following any disruptive event.

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<sup>1</sup> This policy and the associated Business Continuity Plan have been developed with reference to:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/137994/Business\\_Continuity\\_Management\\_Toolkit.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/137994/Business_Continuity_Management_Toolkit.pdf)

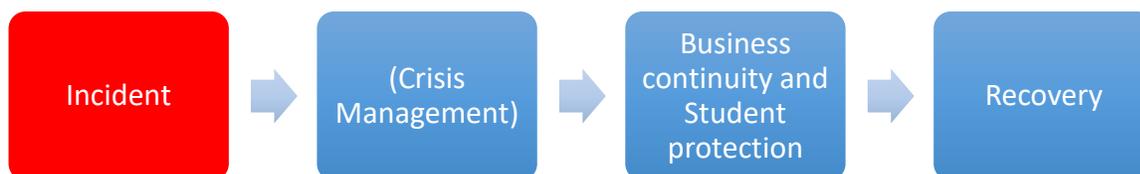
<https://www.drii.org/certification/professionalprac.php>

2.3. Crisis Management, as part of Business Continuity Management, enables ICMP to respond quickly and effectively to adverse business impacts and it sits at the center of a suite of policies that ICMP uses to manage business risk and planning (Health and Safety, Risk Management, Student Protection and Business Continuity).

2.4. Crisis Management will typically define the actions in the first 24 hours of an adverse incident.



The Business Continuity process typically starts with “Crisis Management” as illustrated below.



ICMP has defined two types of incident:

1. **Minor Incidents** are events that are sufficiently disruptive to require the implementation of business continuity arrangements but **do not** require the Crisis Management aspect of the

BCP. They are smaller scale events e.g. a localised computer virus, a minor power cut for a short period etc. However sometimes minor incidents can become major incidents.

2. **Major incidents** require the implementation of Crisis Management when they meet the criteria of causing serious harm to staff, students, the ICMP community, property or its reputation. Typically, this would be larger scale events e.g. a national emergency, a major power cut etc. Using the power cut example, the Crisis Management Team (CMT) would focus on the immediate priorities i.e. the welfare of people and the safety / security of buildings. In addition, a business continuity response would be required in terms of how ICMP would continue its urgent functions – those that need to be recovered first - and the CMT may require sub group/s to deal with specific issues.

### 3. Business Continuity Objective

3.1. The overall business continuity aim of ICMP is for it to remain functional as a provider of education and associated operations in a safe and environmentally responsible manner, where feasible. The initial objectives of the plan will be crisis management and will move to recovery as the situation stabilises.

3.2. The objectives of the crisis management aspect of the BCP are as follows:

- 3.2.1. Staff, students and visitors are protected.
- 3.2.2. Infrastructure and facilities are secure.
- 3.2.3. Core business activities are resumed as soon as possible.
- 3.2.4. ICMP's good reputation is maintained.
- 3.2.5. That there will be effective communication with all stakeholders.
- 3.2.6. That plans will be initiated if appropriate for a logical recovery of the business.
- 3.2.7. That impacts will be kept within acceptable levels.
- 3.2.8. That business will continue as usual, as far as possible.

3.3. The objectives of the recovery aspect of the BCP are as follows;

- 3.3.1. There will be a logical long-term recovery of the business.
- 3.3.2. The interests of students are considered and protected.

3.3.3. That impacts will be kept within acceptable levels.

3.3.4. That business will continue as usual, as far as possible.