

**Imperial College Union
Finance, Audit & Risk / 26 March 2025**

Business Continuity Plan

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Purpose: To provide context surrounding the attached Business Continuity Plan and the annexed amendments to the Business Continuity Policy

Decision(s): To approve

1. Current Context

In June 2023 we presented Finance, Audit & Risk with our Business Continuity Policy ([FAR/22-23/27](#)). This policy sets out our commitment to robust business continuity planning and details responsibilities of key staff and staff groups where related to business continuity and in the event of major incidents.

It commits the Union to various actions that included (but was not limited to):

- Agree the membership of the Imperial College Union Incident Management Group (ICUIMG)
- Define a priority list of core Union services
- Conduct impact analyses of core Union services
- To produce business continuity response plans

An update on the planned timeline of these actions was taken to Finance, Audit & Risk in October 2023 ([FAR/23-24/13](#)), with the committee noting a further update in August 2024 ([FAR/24-25/02](#)).

2. Update

The Union has now completed the tasks listed and has produced the attached Business Continuity Plan operational document (Appendix 1). This will be shared with staff and added to inductions following this committee.

It includes response plan triggers, a crisis communication plan and solutions for various scenarios.

Following the completion of the Business Continuity Plan operational document (Appendix 1), some minor amendments to the Business Continuity Policy have been made (Appendix 2).

3. Updates to the Business Continuity Policy (Appendix 2)

The changes to the policy are included with tracked changes in the appendices and include:

- Amendments to align with University brand
- Removal of incorrect links
- Membership of the Imperial College Union Incident Management Group (ICUIMG) added
- Minor updates to terminology

4. Further actions

Following this committee, the Business Continuity Plan will be centrally stored and shared with staff. Training for operational management group will be developed and delivered, and the plan will be appropriately added to inductions. We will also consider available options to run test simulations of business continuity scenarios in the coming year.