

BUSINESS CONTINUITY PLAN

Disruption to the provision of IT services

1. The Board's IT system, known as SCOTS, consists of the full range of Microsoft Outlook services including internet, email, Word, Access, Excel, as well document storage and retrieval. The system is provided and supported by ISIS, the Scottish Government's Information Services and Information Systems based at Saughton House, Edinburgh.

2. The most serious failure that might occur in the delivery chain would be a break in the SCOTS line serving Thistle House, 91 Haymarket Terrace, Edinburgh, which could result in services being out for a day or two in a worst case scenario, although we are assured this is unlikely. The major impact on the Board would be loss of email communications and inability to access its electronic records during this time.

3. ISIS will undertake to use best endeavours to restore services as soon as possible. This will consist of a variety of measures. For example, SCOTS users will be able to log on to any machine on the Scottish Government estate to access their software and files. ISIS may lend laptops with wireless connectivity. However, given the small size of the Secretariat it is likely that ISIS would be able to identify temporary accommodation in another Scottish Government building if SCOTS services to Thistle House were to be unavailable for a prolonged period.

4. In the event of an IT problem it should be reported to the IT Helpdesk (0131 244 8500) in the normal way.

Loss of access to Thistle House, 91 Haymarket Terrace

5. In the unlikely event of JABS being denied access to its office premises the Scottish Government have given an assurance that it will be possible to re-accommodate the 4 members of staff in one of their other Edinburgh buildings. St Andrew's House touchdown area would seem the most obvious option in terms of proximity and immediate availability of sufficient workstations.

6. On being advised of a problem by the Thistle House office keeper, our first point of contact will be Help Central (0131 244 8500) who will arrange alternative accommodation with the relevant House Team.

Loss of staff

7. Routine, short-term absence of individual staff members due to illness will not normally present operational difficulties for the Secretariat. However, prolonged absence of several members of staff in the event of, for example, a flu pandemic would give rise to business continuity issues. In these circumstances the Chief Executive will monitor developments closely and discuss with the Chairing Member and the Legal System Division of the Scottish Government alternative arrangements including the re-scheduling of Board business and/or the provision of temporary staff as appropriate.

Loss of Board Members

8. Prolonged absence of several Board members at the same time could present operational difficulties. Also, it is conceivable that some Board members could experience conflicts of interest that might result in them being unable to perform their functions. In the unlikely event of these circumstances arising, the Chief Executive will discuss with the Chairing Member what steps need to be taken to mitigate the impact on the Board's operations. The Judiciary and Courts (Scotland) Act 2008 (Schedule 1, paragraph 11) makes provision for the Chairing Member to request the Scottish Ministers or the Lord President, as the case may be, to appoint subject to certain conditions temporary members for periods of absence of up to 6 months.

JABS Secretariat

April 2015