

For Decision/Approval

Agenda Item: 10.2.3
Meeting Date: 29/10/25

To: The Management Committee

From: The Director

Subject: Review of Disaster Recovery and Business Continuity Plan

1. Introduction and Purpose

- 1.1 As per the Policy Review Timetable for 2025/26, the above Plan is due for review.
- 1.2 The plan is reviewed annually by the Management Team following the findings of the annual scenario testing. This year the scenario tested related to cyber attacks/breaches.
- 1.3 A strategic review of the plan is carried out by the Committee on a 3 yearly basis.
- 1.4 The draft revised plan is being presented to Committee for consideration and approval.

2. Review of Disaster Recovery and Business Continuity Plan

- 2.1 A track change version of the Plan is attached for Committee's review. The Management Team collectively contributed to the review of the Plan. In addition, as the annual scenario test related to cyber security, the Finance & IT Manager took the lead in developing this section in the Plan.
- 2.2 In general we have updated or logo and any references to Co-operative have been changed to Association. A summary of the changes made are as follows:
 - ❖ We have removed the reference to the call centre (used for out of office emergency repairs) as part of our emergency response, as we have established that this is not a resource that we can rely on, at short notice to take calls on our behalf.
 - ❖ Information has been added to provide clarity on what will happen if any members of the Management Team are absent at the time of an emergency and, in particular, the Director.

- ❖ Appendix 2 – Data and ICT Disaster Recovery Plan – this has been replaced with a new and more comprehensive Plan which has been developed by our Finance & IT Manager.

3. Risk

- 3.1 We have considered the risks relating to unexpected major incidents and emergencies and have identified the key risks under the following risk categories and the measures we have taken to mitigate such risks.

Risk Category	Mitigating Measure
<p>Governance:</p> <ul style="list-style-type: none"> • Slow to respond to an emergency/critical incident; • Roles and responsibilities are unclear; • Inadequate/ineffective response to emergency/critical incident; • Major disruption to business 	<p>A comprehensive Disaster Recovery and Business Continuity Plan in place.</p> <p>A new and more comprehensive Data and ICT Disaster Recovery Plan.</p> <p>Annual scenario testing and review of Plans by Management Team.</p>
<p>Legal and Regulatory:</p> <ul style="list-style-type: none"> • Impact of disruption on business and legal and regulatory compliance • Failure to notify SHR 	<p>As above</p> <p>DRBC Plan includes reference to Notifiable Events</p>
<p>People Customers:</p> <p>Poor or slow communication</p>	<p>As above, action plans include measures for internal and external communication</p>

4. Delivery of our Strategic Objectives

Area	Related Strategic Objective(s)
Review of Disaster Recovery and Business Continuity Plan and appendices	<p>6) Use resources efficiently and effectively</p> <p>7) Achieve the highest standards in all that we do</p>

5. Application of our Core Values

Area	Related Core Value(s)
Review of Disaster Recovery and Business Continuity Plan and appendices	<ul style="list-style-type: none"> • Accountable and Compliant • Efficient and Responsible • Excellent and Committed

6. Compliance and Assurance

- 6.1 By having a Disaster Recovery and Business Continuity Plan in place which is periodically reviewed ensures we are compliant with Regulatory Requirements as follows:

Compliance Source	Details
The Standards of Governance and Financial Management for RSLs	<p>Standard 1 - The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p> <p>Guidance 1.3 - The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to these Standards and the constitutional requirements set out below.</p> <p>Standard 2 - The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.</p> <p>Guidance 2.5 - The RSL is open, co-operative, and engages effectively with all its regulators and funders, notifying them of anything that may affect its ability to fulfil its obligations. It informs the Scottish Housing Regulator about any significant events such as a major issue, event or change as set out and required in the notifiable events guidance.</p> <p>Standard 4 - The governing body bases its decisions on good quality</p>

	<p>information and advice and identifies and mitigates risks to the organisation's purpose.</p> <p>Guidance 4.4 - The governing body identifies risks that might prevent it from achieving the RSL's purpose and has effective strategies and systems for risk management and mitigation, internal control and audit.</p>
SHR Statutory Guidance on Notifiable Events	Statutory Guidance

6.2 Evidence Bank

Evidence	Assurance Exercise Location
<ul style="list-style-type: none"> • Cover Report • Revised Disaster Recovery and Business Continuity Plan and Appendices 	<p>Regulatory Standard 1 – Guidance 1.3;</p> <p>Regulatory Standard 2 – Guidance 2.5;</p> <p>Regulatory Standard 4 – Guidance 4.4</p>

6.2.1 Committee is reminded that our Assurance Exercises are available in the Committee Log-in Area of our website, which Committee can access at any time.

7. Summary

7.1 The Disaster Recovery and Business Continuity Plan is now due for review as per the Annual Policy Review Timetable 2025/26.

7.2 The Management Team collectively contributed to the review of the Plan, with the Finance & IT Manager taking lead responsibility for developing a new plan for Data and ICT Disaster Recovery (appendix 2). A summary of the proposed revisions to the Plan are set out in Section 2. A track change copy of the current Plan is attached.

7.3 The associated risks are considered at Section 3.

7.4 Section 4 shows how having a Disaster Recovery and Business Continuity Plan and reviewing it, contributes to the delivery of our strategic objectives.

- 7.5 Section 5 shows how having a Disaster Recovery and Business Continuity Plan and reviewing it, contributes to the application of our core values.
- 7.6 Section 6 shows how we are compliant with regulatory requirements.
- 7.7 Committee is asked to consider this report and the revisions to the Disaster Recovery and Business Continuity Plan, including the new Data and ICT Disaster Recovery Plan (Appendix 2) and approve the documents.