BUSINESS CONTINUITY COMMITTEE TERMS OF REFERENCE

Membership
Attendance is mandatory; for the purpose of decision making the quorum is any 4 members, one of whom must be John Frost or a Business Continuity (BC) alternate.

Chairman: Sacha Berendji
Retail: Richard Fox & Martyn Keenan
Business Continuity: John Frost & Jacqueline Howard
Food Group: Jill Bruce & Sue Bell
GM Clothing/Per Una: Richard Beale
Marketing: Janine Wright & Jane Taylor
International: Julian Gill & John Heatherington
Property Group: David Raw & Michael Bealing
IT: Tony Griffiths & Linda McCarthy
IT Operations: Mark Dickson & Richard Cullen
HR: Deborah Warman
Corporate: Frances Morris
Communications: Clair Foster
GM Logistics: Dirk Lembregts & Mike Brooks
Food Logistics: Jim Devane
E Commerce: Simon J. Wood
Internal Audit: Francis Morris & Richard Jenkins
GM & Central Sourcing: Darren Ainsworth
Secretary: Jacqueline Howard

Meetings
The Committee shall meet at least four times per annum and the Board shall be kept informed as required and at least annually.

Role
The Committee will keep under review the effective management of BC across the Marks & Spencer Group with the objective being to galvanise the development and maintenance of effective means to continue business in the event of a significant interruption to business. It will provide leadership on BC policy across the Group and will ensure that the Policy is integrated into every aspect of the Group’s critical operations around the world.

Terms of Reference

1. To focus and promote BC, by agreeing policies that reflect the role as stated above.
2. To ensure BC risks are identified, assessed and categorised.
3. To identify and recommend cost effective action is taken to reduce BC risks monitoring actions taken.
4. To invite attendees, as required, to explain new initiatives and business change considering subsequent BC impacts.
5. To make group decisions as to the concentration of effort required for strategy development, risk assessment, plan development and exercise delivery.
6. To review forward BC strategy & policy updating appropriately, enabling significant business change consistent with the role as stated above.
Stakeholder Engagement and Benchmarking

7  To ensure the BUD’s and National BIG are consulted and informed through updated BC Committee minutes and risk summaries.

8  To initiate and complete specific work stream activities, with appropriate Group representatives.

9  To keep external benchmarking under review, with the Business Continuity Institute (BCI), British Retail Consortium (BRC) and the Retailers Business Continuity Association (RBCA).

Audit and Risk Management

10 To meet as required with Internal Audit and Group management to discuss any matters raised either by the BC Committee or by those parties.

Communication and Reporting

11 To report progress, post every BC committee meeting, to the Group Board on Group BC performance.

Resource

12 Through the Committee Chairman to ensure that the BC Committee has the necessary expertise and is adequately resourced to fulfil its responsibilities.

General

13 To review and update annually its BC Committee Terms of Reference, recommending any changes to the Group Board and to evaluate its own membership and performance on a regular basis.