BUSINESS CONTINUITY

A guide for voluntary & community groups

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Business Continuity Management – what is it?

Identifies:-

- Key activities and how long you can do without these.
- Essential requirements for these activities
- Risks that may prevent or disrupt these activities.
- How to reduce risks.
- How to continue basic level of service in case of disruption.

Produces:-

- Business Continuity Strategy and/or Plan, sometimes referred to as:
  - ➢ Business Continuity Plan
  - ➢ Contingency Plan
  - ➢ Disaster Recovery Plan
- Templates are available.
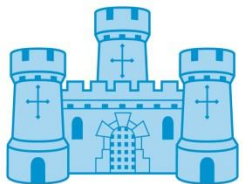
Business Continuity Management – why?

- To try and ensure an organisation's basic service or provision can continue in emergency.

- As part of, or a contribution towards, an area's resilience and Emergency Planning.

- Good practice.

- May be a requirement of some funding providers, or give an advantage when applying for grants or tenders.

But may not be for all – smaller organisations, and those that don't provide a service, may consider it unnecessary.

Civil Contingencies Act 2004.

- Civil Contingencies Act relates to emergencies or major incidents – those incidents which overwhelm normal response, seriously disrupt the effective functioning of a community, and may involve a number of organisations.

- Local Authorities are required to offer advice & assistance on Business Continuity within the context of civil contingencies; however there is no corresponding obligation on organisations to act upon the advice.

- The Act recognises that not all organisations will want, or benefit from, Business Continuity advice.

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Major emergencies.

Examples.

- Major Road or rail accident.
- Extreme weather or flooding.
- Major Fire – e.g. Poundstretcher in the Town Centre.
- Chemical incidents or industrial incidents
- Major power failure or major interference with communication systems.
- Pandemic Flu or other serious infectious diseases
- Terrorism.

For specific risks, please see the Newcastle Borough Local Community Risk Register on the Council's website

Consequences.

- Staff/volunteers unable to get to work.
- Fatalities, injuries & poor health.
- Food & medical supplies disrupted.
- Loss of utilities (power, water, IT, phones)
- Public transport disruption.
- Homelessness.

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Role of voluntary/community organisations and small businesses.

<u>Three main roles:-</u>

- Those that can assist directly in the response to an emergency, e.g. voluntary ambulance services, or community buildings for potential Rest Centres.

- Those that can assist in the aftermath of an emergency, e.g. provision of counselling or support, or practical support for those made homeless.

- Those that can assist in the information flow between responders and the wider community, e.g. community newsletters or existing community groups.

Further information & advice.

➢ Staffordshire Civil Contingencies Unit, 01785 898618; ccu@staffordshirefire.gov.uk.

➢ National Council for Voluntary Organisations (NCVO) - http://www.ncvo-vol.org.uk/advice-support/funding-finance/financial-management/risk/contingency-planning

➢ Charity Commission, "Charities & Risk Management; A Guide for Trustees" - http://www.charity-commission.gov.uk/library/guidance/cc26text.pdf

➢ Business Continuity Institute - http://www.thebci.org/

➢ Business Continuity at Newcastle-under-Lyme Borough Council