

Provider Bulletin

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North Yorkshire County Council Business Continuity Planning Forums

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North Yorkshire County Council is putting a high emphasis Business Continuity Planning (BCP) and ensuring providers have appropriate plans in place to limit the impact of any emergency situation.

Business Continuity is often described as 'just common sense'. It is about taking responsibility for your business and enabling it to stay on course whatever storms it is forced to weather.

Emergencies can develop suddenly and without warning. Situations can threaten and disrupt your business and impact upon you, your staff and the people you support.

Having invested heavily in your business, you need to make sure it remains safe, secure and viable. If you're not prepared, your business might suffer loss of income, of customers, of reputation, legal and regulatory penalties or even a complete failure of business.

A Business Continuity Plan will help organisations to identify potential crisis situations that may affect their business operations and provide a set of instructions about how to respond; Including roles, responsibilities and actions. Having a plan in place will help you to manage the risk and ensure minimum disruption to your business during a major incident.

A Business Continuity Plan can apply to any major disruption such as a major fire, flooding or power fault. The plan itself sets out the agreed arrangements for bringing events under control, the necessary resources for maintaining critical business functions and the staff required for co-ordinating actions.

North Yorkshire County Council has shared a Business Continuity Plan template to aid providers who do not have a formal plan documented and which staff can refer to. A number of Forums has been arranged to discuss the importance of Business Continuity Planning and offer advice and guidance to providers as to how to create and implement their own Business Continuity Plan. Representatives from the Councils Emergency Planning Unit will be attending and they will be happy to offer their expertise to ensure your Business Continuity Plan is practical and robust.

Any comments you have about these Bulletins (good or bad!) are welcome. Please contact: CP&QA, Room 234, Health & Adult Services, North Yorkshire County Council, County Hall Racecourse Lane Northallerton, DL7 8DD socialservices.contractingunit@northyorks.gov.uk
Tel: 01609 532641 or 01609 532025

At the Forums we will also be highlighting the importance and the potential of Community Emergency Plans (CEP). Emergency services will always prioritise those in greatest need during an emergency, especially where life is in danger. Communities may therefore need to rely on their own resources to minimise the impact of an emergency, before the emergency services arrive.

Many communities already help each other in times of need, but experience shows that those who are prepared cope better during an emergency. Communities with local knowledge, enthusiasm and information are a great asset and a Community Emergency Plan can help.

Detailed below is the date, time and venue for each Forum that has been arranged. Due to capacity restraints we request that only **one representative** per provider attends and preferably the Forum in their local area, where possible. If you wish to attend, please confirm attendance via email to socialservices.contractingunit@northyorks.gov.uk. If any venues become oversubscribed you will be contacted and offered an alternative.

Date	Time	Area	Venue
14/10/2016	10:00am - 12:00pm	Richmond	The Station, Station Yard, Richmond, North Yorkshire, DL10 4LD
14/10/2016	2:00pm - 4:00pm	Ripon	The Ripon Spa Hotel, Park Street, Ripon, HG4 2BU
17/10/2016	10:00am - 12:00pm	Hambleton	The Grand, County Hall, Racecourse Lane, Northallerton, DL7 8AD
17/10/2016	2:00pm - 4:00pm	Selby	Community House, Portholme Road, Selby, YO8 4QQ
20/10/2016	10:00am - 12:00pm	Whitby	Seachange Community Trust (Green Lane Centre), Green Lane, Whitby, YO22 4EH
20/10/2016	2:30pm - 4:30pm	Scarborough	Scarborough Library - Vernon Rd, Scarborough, YO11 2NN
24/10/2016	10:00am - 12:00pm	Harrogate	Cedar Court, Park Parade, Harrogate, HG1 5AH
24/10/2016	2:00pm - 4:00pm	Skipton	Rendezvous Hotel, Keighley Road, Skipton, BD23 2TA
26/10/2016	10:00am - 12:00pm	Scarborough	Falsgrave Community Resource Centre in Seamer Road, Scarborough, YO12 4DH
26/10/2016	2:00pm - 4:00pm	Ryedale	Lakeside Conference Centre (Defra), Sand Hutton, York, YO41 1LZ

Please take this opportunity to access expert advice and guidance, which can be tailored to your organisational requirements, to ensure you have plans in place to deal with any unforeseen circumstance which may affect your business.