

Provider Bulletin

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North Yorkshire County Council Business Continuity Planning Forums

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In 2016 North Yorkshire County Council invited providers to attend their first round of Business Continuity Planning Forums, which took place throughout the County. These Forums highlighted the importance for providers to have the necessary plans in place, to limit the impact of any possible emergency situation.

Often described as 'just common sense' Business Continuity Planning allows providers to take responsibility when faced with potential emergencies that can threaten and disrupt their day to day operations. Thus impacting upon their staff and the people they support.

Having invested heavily in your business, it is important that you ensure it remains safe, secure and viable. If unprepared your business may suffer from a loss of income, loss of customers, a damaged reputation, legal and regulatory penalties or even a complete failure of the business.

A Business Continuity Plan enables organisations to identify and prepare for potential emergency situations that may affect their business operations. It will provide a set of instructions about how they are to respond. This should detail specific roles, responsibilities and actions. Having a plan in place allows organisations to manage the risk and ensure minimum disruptions are encountered when faced with a major incident.

A Business Continuity Plan will allow organisations to detail what will be undertaken should they be unable to access 4 key business functions: Property, Staff, Customers and Resources. 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.

Should you not already have a plan in place, the Council has attached a blank Business Continuity Plan template to this bulletin, which providers can use to formally document their own plan.

A number of Provider Forums have been arranged again for the 1st and 2nd of November 2017. This allows the Council's Emergency Planning Unit to discuss with you the importance of Business Continuity Planning, whilst offering advice and guidance as to how to create and implement your own Business Continuity Plan.

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 797042

Detailed below is the date, time and venue for each Forum that has been arranged:

Date	Time	Venue
Wednesday 1 st November 2017	09.30am – 11.00am	Scarborough Library, Vernon Rd, Scarborough YO11 2NN
Wednesday 1 st November 2017	12.30pm – 14.00pm	Ryedale House, Old Malton Road, Malton, YO17 7HH (Video Conference Meeting Room)
Wednesday 1 st November 2017	15.30pm – 17.00pm	County Hall, Northallerton, DL7 8AD (Meeting Room 2, West Block)
Thursday 2 nd November 2017	09.30am – 11.00am	Sandpiper House, Brook Street, Selby, YO8 4AL (Meeting Room 2)
Thursday 2 nd November 2017	12.30pm – 14.00pm	Jesmond House 31-33 Victoria Avenue Harrogate HG1 5QE (Conference Room)

Due to capacity restraints it is requested that only **one representative** per provider attends, preferably a Forum near to their local area, where possible. If we find demand to be higher this year compared to last year, the Council will look to arrange some additional forums at a later date.

If you wish to attend, please confirm your attendance by emailing the Quality and Monitoring Team via their generic email address socialservices.contractingunit@northyorks.gov.uk

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.