

## Generic advice & assistance

The Act specifies that local authorities have a duty to provide generic advice and assistance to the business community at large. This is a light-touch duty aimed at raising business continuity awareness among those undertaking commercial activities.

## Specific advice and assistance

Local authority officials can undertake this type of work themselves if they have the experience and competence to do so.

Local authorities can work with individual organisations to establish the nature of the risks they face and the steps they can take to manage these risks.

## Signposting third party advice

With the exception of numerous large organisations, most people responsible for business continuity are not professionals and may,

require guidance when purchasing business continuity advice, services or facilities.

Experience in the City of London has shown that firms value the role that local authorities can play in acting as an



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## What is Business Continuity Planning?

## Business Continuity Planning



**58% of UK organization were disrupted by September 11th.**

Business Continuity Management (BCM) advice and assistance, prior to an emergency occurring, will raise business continuity awareness in the community and help organisations to help themselves in case of an incident.

### **What is Business Continuity Planning?**

It is a strategic management tool used to:

- Reduce the likelihood of service disruption;
- Minimise the impact if disruption happens;
- Ensure the safety of staff in a major incident;
- Enable delivery of key business objectives.

### **What is the plan's objective?**

- to provide continuous and effective service;

- Maintain staff safety;
- Comply with legal requirements.
- Minimise the effects of any disruption to services and restore full services within an acceptable time scale

### **There are five key stages that make up the Business Continuity Planning Cycle.**

1. Impact Analysis
2. Recovery Strategy
3. Continuity Plan
4. Exercising of Plans
5. Maintaining Plans

Business continuity planning (BCP) provide the primary defence in ensuring an organised and effective 'return to normality'. Every business activity is at risk of disruption from a variety of threats, including, fire, flood, loss of utility supplies and the accidental or malicious damage of assets or resources.

**Less than 50% of all organisation in the UK have a business continuity plan.**

For example, a minor electrical fire or a burst water pipe may cause limited damage to assets, but if those assets are vital to service delivery, then the result can seriously impair the organisation's capability to deliver that service.

Experience from the Bishopsgate and Manchester bombs and the fuel crisis of 2001 has shown that organisations that have BCP in place are more likely to stay in business and recover quickly in the event of an emergency than those that do not.

### **Why is the Council promoting BCM?**

The Civil Contingencies Act 2004 places duty on local authorities to give advice and assistance to business and voluntary organisations.