How much work does it involve?

The larger and more complex an organisation, the greater the effort required to implement business continuity. Many small organisations are able to build plans quickly, cheaply and easily.

Each organisation knows and understands its own processes better than outsiders. Initially you only need to find out more about business continuity and then decide what you want to do.

You are the expert of your own organisation and can tailor the business continuity process to meet your own needs.

How can I learn more about this?

There are a number of sources which provide information free of charge, including:

The Business Continuity Institute
www.thebci.org

London Prepared
www.londonprepared.gov.uk/business/ businesscont/index.htm

'Business Continuity Management is a business owned and driven activity that can provide the strategic and operational framework to review the way your organisation provides its products and services and increase its resilience to disruption, interruption and loss.'

The North Somerset Council Audit Risk and Information Service can also offer advice and assistance.

Internal Audit
Corporate Services
North Somerset Council
Town Hall
Weston-super-Mare BS23 1UJ

Tel: 01275 884 283
steve.debruin@n-somerset.gov.uk
www.n-somerset.gov.uk

This publication is available in large print, Braille or audio formats on request. Help is also available for people who require council information in languages other than English.

North Somerset
COUNCIL

Business continuity
in the community

58% of UK organisations were disrupted by September 11th. One in eight were seriously affected.

90% of businesses that lose data from a disaster are forced to shut within two years.

80% of businesses affected by a major incident, close within 18 months.

Source: London Prepared

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Business continuity management

Business continuity management is about making sure your organisation can survive an unexpected interruption to normal activities.

Interruptions can be caused by:

- flood
- fire
- staff illness
- failure of a supplier
- loss of computers or data
- loss of premises
- terrorism
- extreme weather
- civil unrest.

Following the 2011 riots in Tottenham it is estimated that retailers lost 30,000 trading hours, with the 48,000 local businesses suffering financial losses as a result.

Business interruptions can affect both large and small organisations, and small organisations often suffer greater impacts.

Some events are beyond our control, but we have the ability and opportunity to lessen the impact.

Could your business survive?

- If your main premises were unavailable for a day, a week or longer?
- Without computers or telephones for an hour, a day, a week or a month?
- If your paper and computer records were lost in a fire or flood?
- If a quarter of your staff were absent through sickness?

Business continuity management can help with these and other problems that could affect your organisation.
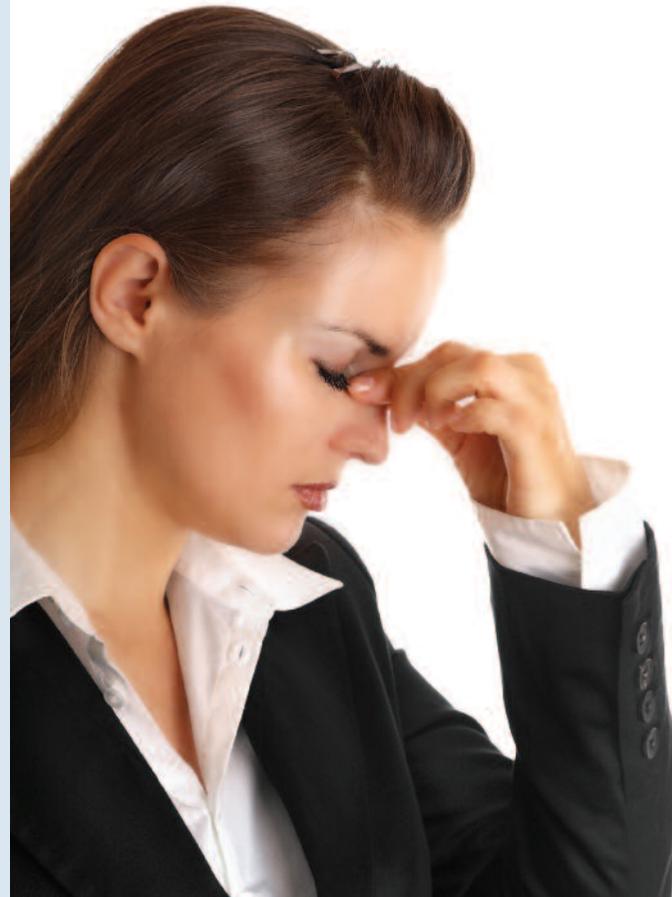
So what is involved?

Four important stages of business continuity planning are:

Risk identification and evaluation
Identify the threats facing your organisation and the risk posed by each. Understanding who and what your business relies on and your key supply chains.

BCP preparation
You will need to produce a Business Continuity Plan (BCP). This should be as concise and simple as possible and built-in to your day-to-day activities.

BCP testing
Check that your plan actually works.

Continual review, awareness and training
Review the plan in light of changing circumstances and experience.