

## When it comes to tendering do you have a business continuity plan?

Following on from the article in our last edition of Gio News where we discussed risk and tendering, I wanted to talk to you about business continuity planning. I recently worked with an organisation to put together a tender for Manchester City Council and one of the things that they ask for as standard now is a business continuity plan and this links back to the risk involved for the supplier and the buyer. So what is business continuity planning and where do you start when you need to write a plan?

Business Continuity planning is an ongoing process that helps you protect your organisation from potential disruptions, maintains critical activities and helps you recover in the days, weeks and months following a disruption. By disruption I mean three things:

1. Loss of staff
2. Loss of premises
3. Loss of utilities or systems

For example, what would you do if a loss of power or water meant that you can not deliver your service, or a road closure might prevent your staff from getting to work? The plan is what you would use in such an emergency and would hold key pieces of information (insurance details, key stakeholder contact details etc).

What about the data you already hold, what if your computer system went down in a building fire? Do you have a back up of this information that is off site? Business continuity planning are the measures you can put in place to help get your organization up and running again. It could be as simple as backing up key documents either on a pen drive at the end of every day, photocopying key documents such as your insurance certificates or having a list of key contacts outside the office.

There is more information on the Manchester City Council website:

[:http://www.manchester.gov.uk/info/100002/business/2540/business\\_continuity\\_management/2](http://www.manchester.gov.uk/info/100002/business/2540/business_continuity_management/2)

and if you want to find out more Kimberly Hart is the Officer at the council and can be contacted on [k.hart@manchester.gov.uk](mailto:k.hart@manchester.gov.uk)

There is also some good information and a template that can be adapted on the Walsall Council website:

[http://www.walsall.gov.uk/index/policing\\_and\\_public\\_safety/developing\\_an\\_emergency\\_plan/business\\_continuity\\_plan\\_template\\_guide.htm](http://www.walsall.gov.uk/index/policing_and_public_safety/developing_an_emergency_plan/business_continuity_plan_template_guide.htm)