Business Continuity Actions - Specific to temporary loss of staff

Within each Service Area:

- Check all critical functions have been identified and approved by the Director, consider those functions that become critical at a particular time of year e.g. Elections. This information should be included within the current Service Plans.

- Gather contact numbers for staff and stakeholders.

- Identify minimum staffing levels required to maintain critical functions.

- Identify the essential skills, qualifications or experience necessary to carry out these functions.

- Identify and plan alternative staffing options e.g. other departments with similar staff requirements, secondment from non-critical functions, use of external agencies, mutual aid from other organisations with non-critical functions, shadowing within teams.

- Agree the authority required to second staff.

- Identify trigger level to suspend non-critical activities (i.e. point below which staffing levels have to drop). Agree the authority required to suspend activities (Director, Management Board, Chief Executive).

- List the stakeholders who need informing if non-critical activities are suspended.

- Where relevant, write back up step-by-step procedure notes for critical functions.

- Identify known pinch points over the next 6 months i.e. holiday periods, important deadlines.

- Advice and assistance available from Sue Morrell, Risk and Business Continuity Manager ext. 8420.

- Business Continuity Guidance note and plan template available.

If the situation escalates:

- Propose the adaptation of the Weekly Absence Return Form to include additional information i.e. current levels of absence, those absent due to flu, critical issues that require escalation to Director, Management Board.

- Information to be collated into one weekly summary report to Management Board.