

BUSINESS CONTINUITY PLAN

GENERAL INFORMATION	
Business name	Intelligence Recruitment
Business address	82 william howell way, Alsager, ST72BF, England
Date	04 February 2025
Prepared by	David Neville

SCOPE AND OBJECTIVES

The purpose of this Business Continuity Plan is to have an executable plan for Intelligence Recruitment in case of an emergency.

This Business Continuity Plan will be triggered in the event of:

- An epidemic, pandemic or disease
- Brexit-related disruption
- A natural disaster
- A technology issue including but not limited to a data breach or cybersecurity attack
- A fire

BUSINESS FUNCTION PRIORITIES IN EVENT OF AN EPIDEMIC, PANDEMIC OR DISEASE

An epidemic, pandemic or disease would impact business functions in the following ways:

Service Delivery

Impact on function:

- Disruptions would negatively impact our customers and their ability to buy our goods and receive our services.

Recovery procedure: Ensuring any on-site delivery is in line with local government health and safety requirements

Resource requirements: Ensuring any on-site delivery is in line with local government health and safety requirements

Supply Chain

Impact on function:

- The business would experience disruptions in its supplies due to increased government restrictions or the ability of our main suppliers to supply the business.
- We do not have alternative suppliers that could provide goods and services in case of disruption.

Recovery procedure: Identifying critical suppliers and checking their continuity status. Where suppliers cannot guarantee business continuity, risk mitigation actions can be taken, including switching to a new supplier, identifying continuity resources internally, or suspending services

Resource requirements: Identifying critical suppliers and checking their continuity status. Where suppliers cannot guarantee business continuity, risk mitigation actions can be taken, including switching to a new supplier, identifying continuity resources internally, or suspending services

Contracts

Impact on function:

- Disruptions would impact our ability to fulfil our contractual commitments.

Recovery procedure: Identify and review business continuity and disaster recovery plans in supplier contracts. If no such plan exists, renegotiate contracts to ensure a plan is put in place

Resource requirements: Identify and review business continuity and disaster recovery plans in supplier contracts. If no such plan exists, renegotiate contracts to ensure a plan is put in place

Staff

Impact on function:

- It could be physically unsafe for staff to come and go from the workplace, e.g. by using public transport.
- Staff may have increased care/family responsibilities and due to school closure or sick family members.
- Staff may leave their jobs because of potential or actual safety concerns and/or incidents.
- Staff may experience personal trauma such as death or sickness of family members as a result of the epidemic /pandemic/disease.
- It is necessary for customers/suppliers to be in close physical contact with staff which could be physically unsafe.
- It is necessary for there to be close proximity in the workplace between staff members for production/service delivery purposes which could be physically unsafe.
- There are no or few procedures to conduct self-inspections to identify hazards that could result in the disease spreading (e.g. regular health and safety checkups conducted).

Recovery procedure: Establish and communicate to staff policies on health and safety in light of the epidemic/pandemic /disease

Resource requirements: Establish and communicate to staff policies on health and safety in light of the epidemic /pandemic/disease

BUSINESS FUNCTION PRIORITIES IN EVENT OF A NATURAL DISASTER

A natural disaster would impact business functions in the following ways:

Service Delivery

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

Supply Chain

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

Contracts

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

Staff

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

BUSINESS FUNCTION PRIORITIES IN EVENT OF A FIRE

A fire would impact business functions in the following ways:

Service Delivery

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

Supply Chain

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

Contracts

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

Staff

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

BUSINESS FUNCTION PRIORITIES IN EVENT OF A TECHNOLOGY ISSUE

A technology issue would impact business functions in the following ways:

Service Delivery

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

Supply Chain

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

Contracts

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

Staff

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

BUSINESS FUNCTION PRIORITIES IN EVENT OF BREXIT-RELATED DISRUPTION

Brexit would impact business functions in the following ways:

Service Delivery

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

Supply Chain

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used

- **Resource requirements:** Back up centres for data will be used

Contracts

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

Staff

Impact on function: Back up centres for data will be used

- **Recovery procedure:** Back up centres for data will be used
- **Resource requirements:** Back up centres for data will be used

RECOVERY PLAN

1) Response Personnel

The recovery team is responsible for maintaining business continuity and acting upon this Business Continuity Plan to ensure minimal business disruption.

Team Leader

David Neville

- Email address: david@intelligence-recruitment.co.uk
- Role: Director
- Responsibilities: _____

Team Members

The following are the current team members on the recovery team:

2) Relocation Strategy

A. Teams to be Relocated

- Recruitment - Working remotely

B. Details of Alternate Business Site

- Home working

3) Communications

A. Internal Communications

The staff member in charge of internal communications on the current state of recovery is:

Name	Email address	Role
David Neville	david@intelligence-recruitment.co.uk	Director

B. External Communications

The staff member in charge of customer communications on the current state of recovery is:

Name	Email address	Role
David Neville	david@intelligence-recruitment.co.uk	Director

REVIEW AND TESTING

This Business Continuity Plan will be reviewed every 12 months. This Business Continuity Plan will be tested every 12 months.