

So it's official, we are heading for recession and in some areas the credit crunch has already started to bite. I guess the key impact for business continuity professionals is the increased risk of a supplier or contractor going bust. This means we need to look at the resilience of our **supply chains** and make contingencies to cover the key areas of risk. So, the lead article in this bulletin looks at supply chain business continuity.

It is also crunch time for our **forum membership proposal**. In the last bulletin, we set out this proposal in detail. These details are included again on page 2 of this bulletin. You will soon receive an email asking you to vote Yes or No on this proposal.

The last Forum event was...

Preparing For Flu Pandemic
8th October

For full details of the presentations, go to our website...

www.suffolkresilience.com

Supply Chains – why worry?

Even apparently sound suppliers may be vulnerable to cash flow or credit problems. If it isn't them it could be one of their key suppliers. The modern trends for sub-contracting, outsourcing, just-in-time delivery and economies of scale all increase the risk we are exposed to. It may not result in actual supplier bankruptcy, it may be serious falls in; quality, turnaround, support, cooperation or a sharp hike in costs.

Action - what sort of things should we be doing as business continuity professionals? We can start by asking some questions...

- Do we assess the level of risk we are exposed to in our supply chains?
- Do we know which suppliers are critical?
- Do we know which of our critical suppliers have business continuity plans?
- What clauses do we put in supplier contracts and specifications?
- Do we monitor suppliers for tell-tale signs that warn us so we can take action?



- What are **the signs** to look out for... redundancies, sudden payment demands, customer opinion, stories in the press, rumour?
- What are **the implications** of bankruptcy... ownership of plant or property, warranties and guarantees, spare parts and repairs, data protection and Intellectual Property?
- What have we got in our own business continuity plans for "loss of supplier/contractor"?

For more detail and some case studies, go to our website: www.suffolkresilience.com

Another interesting website: <http://www.som.cranfield.ac.uk/som/research/centres/lscm/risk2002.asp>

The Forum's Next Workshops

4th December 2008

**Communications & Media Handling
In A Crisis**

**Mid Suffolk District Council Offices
09.30 for a 10.00 start**

Please let us if you wish to attend.

March

**What topic would you like the next
workshop to cover?**

Please let us know

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Draft Proposal For A Membership Scheme

Overall Purpose Of The Forum: To improve resilience through the development of business continuity arrangements across the county of Suffolk. Specific objectives:

1. Promote business continuity to businesses and voluntary organisations.
2. Share best business continuity practice.
3. Provide organisations with business continuity information, advice and guidance.
4. Develop partnerships between organisations through mutual aid and support.

Who can become members?

Essentially any organisation that employs people in Suffolk can join, the most likely categories include;

1. Private commercial businesses.
2. Local Authorities.
3. Other Category 1 & 2 Responders.
4. Other government agencies.
5. Voluntary Organisations.

What services are included in the membership fee?

1. Quarterly half-day workshops.
2. Quarterly bulletins.
3. Annual General Meeting of members.
4. Consultation on completed BCPs.
5. One-off short presentations to promote awareness of BC.
6. A members-only section of the website that includes:
 - Records of workshops, bulletins, training and meetings.
 - A resource database for mutual aid between members.

What services would be provided at a cost on request?

1. Six-monthly training sessions.
2. Bespoke training for individual member organisations.
3. Training on more advanced topics.
4. Consultation for the practical preparation of BCPs.
5. Exercise development and management.

Note - the website that shows basic business continuity advice and information would be available to all and would remain outside membership as this is required under the Civil Contingencies Act 2004.

Organisation

The Joint Emergency Planning Unit will organise:

1. The forum's memorandum of understanding.
2. Membership records and revenue.
3. Delivery of all services.
4. Advertising and promotion of the forum.

The Annual General Meeting will cover:

1. Memorandum of Understanding.
2. Membership fees.
3. The programme of services for the year ahead.

Charges (and in comparison with Norfolk)

Annual Membership Fees		Norfolk *	Other Fees	
Businesses <10 employees	£10	£20	Six-monthly training	£50 per person
10 – 24 employees	£25	£55	Bespoke training	£200 per course, up to 1 day
25 – 99 employees	£75	£110	Training (advanced topics)	£50 per person
100 – 499 employees	£150	£275	Consultation on BCPs	£200 per day
500 – 999 employees	£300	£550	Exercise development	£400 per event, up to 1 day
1000 employees and more	£500	£875		

* Note – Norfolk charges include emergency planning services as well as business continuity.

Why have a formal membership ?

Money collected from membership fees will fund a new member of staff in the JEPU who will be dedicated to managing the forum. This will allow us to increase forum membership through recruitment and to improve the service provided to members. The membership will be asked to define "service improvement", but it could include; more training courses, professional speakers at workshops, an on-line resource database, the collection and presentation of best business continuity practice from around the country. Please feed back your comments to:

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