

APPENDIX 1: EXISTING BUSINESS CONTINUITY PLANS

SERVICE	SCOPE
All Services – Snow Action Plan	Addresses prioritisation of routes and properties for snow clearance, allocation of 4x4 vehicles, transport of critical staff, for example.
Adult Services	Inclement Weather BC Plan
Childrens Services	Inclement Weather BC Plan
Housing Response Operations	OOH Stand-By Pack
Housing Repair Operations	Inclement Weather BC Plan
Public Sector Housing	Flu Pandemic BC Plan
Customer First	Various BC Arrangements
IT Data Centre	Disaster Recovery Plan
Legal Services	Business Continuity Plan
Building Control	Inclement Weather BC Plan
Planning Development	Inclement Weather BC Plan
Countryside & Landscape Services	Inclement Weather BC Plan
Regeneration & Planning Strategy & Funding	Inclement Weather BC Plan
Operations – Business Centres	Inclement Weather BC Plan
Llancaiach Fawr	Inclement Weather BC Plan
Cwmcarn Visitor Centre	Inclement Weather BC Plan

Caerphilly Visitor Centre	Inclement Weather BC Plan
The Winding House	Inclement Weather BC Plan
Theatre and Arts Service	Inclement Weather BC Plan
Community Regeneration	Inclement Weather BC Plan
Business Enterprise Support	Inclement Weather BC Plan
Strategic and Development Plans	Inclement Weather BC Plan
Schools	Business continuity process has been piloted in 3 schools. BC Plans for each school to be in place by end of Summer Term.
Caerphilly Library Service	Inclement Weather BC Plan
Facilities Management	Ty Penallta BC Plan
Registration Services	Business Continuity Plan
Environmental Health	Inclement Weather BC Plan and Out of Hours Duty Manual
Catering Services	Inclement Weather BC Plan
Highway Operations	Inclement Weather BC Plan
Building Cleaning	Inclement Weather BC Plan
Waste Strategy and Operations	Inclement Weather BC Plan
WHQS Delivery Team	Inclement Weather BC Plan
Sustainable Development	Inclement Weather BC Plan

Licensing	Inclement Weather BC Plan
Trading Standards	Inclement Weather BC Plan
Vehicle Maintenance	Inclement Weather BC Plan
Leisure	Inclement Weather BC Plan
Parks and Bereavement	Inclement Weather BC Plan
CCTV/Out of Hours Control Room	Inclement Weather BC Plan
Engineering Services	Inclement Weather BC Plan