

Selnet Ltd - Business Continuation Plan

The Business Continuation Plan (BCP) outlines the processes and procedures that Selnet will follow in the event of disruption, especially in relation to the escalating situation with COVID19 in the UK.

The plan is to ensure that Selnet remains productive throughout the continuously changing situation.

The plan details:

- A prepared approach to the situation
- Plans to continue business-critical services / project delivery
- What we are doing to minimising the impact and spread of the virus and protect ourselves and others
- Additional resources needed to enable the business and projects to continue in certain scenarios

Plan summary

We want to ensure we give guidance to those around us, to partners that depend on us and do everything we can to ensure that we remain safe. Our plan is designed to clearly outline contingency measures now in place and to ensure that all our stakeholders are clear of our plans to continue to operate as best we can for the unforeseeable future.

NB: As this is a fast-changing situation, staff and partners check regularly for updates and follow current government guidance at all times.

Record of Amendments			
No:	Date:	Amendment details	Initials
1	17/03/2020	BCP review – amendments are based on new government guidance and PM statement.	LT
2	19/03/20	To align to new government measures implemented	LT
3	19/03/20	Notes late afternoon changes	LT/DS

Distribution:

- Staff and Directors
- Landlord
- Contract managers
- Funders
- Project delivery partners
- Members

Part 1 – Projects and stakeholders

Delivery detail:	Contractor/Funder	Stakeholders
Membership network		All Selnet members
Continued business activity and office presence		All staff, members, partners, contractors and end users
Project delivery:		
BBO – Age of Opportunity	National Lottery Community Fund (NLCF) and European Social Fund (ESF)	Staff and Partners: Age UK Greater Lancs. Child Action North West Community & Business Partners Community Solutions North West Ltd. (CSNW) Groundwork Lancashire Lancashire Mind Lancashire Women Places for People Progress Housing Group Strawberry Fields Training CIC The AFC Fylde Community Foundation The Calico Group UR Potential CIC Shelter
BBO – Invest in Youth	NLCF/ESF	Staff and Partners: Child Action North West Community & Business Partners Community Gateway Association Community Solutions North West Ltd. (CSNW) Groundwork Lancashire Intact LACVS Lancashire Women's Centres New Era Enterprises Ltd. Places for People URPotential Shelter
BBO – Changing Futures	NLCF/ESF	Staff and Partners: AFC Fylde Foundation Calico Enterprise Ltd. / the Calico Group Child Action North West Community Gateway Association Community Solutions North West Ltd. (CSNW) Connector Media CIC (t/a Sewing Rooms) Renaissance Lancashire Ltd Groundwork Lancashire Intact (Ingol & Tanterton Community Trust) Lancashire BME Network Lancashire Mind Lancashire Women's Centres

		<p>New Era Enterprises Ltd. Pendle Women's Forum Preston Domestic Violence Services Preston Muslim Forum Ltd. Project BME Lancashire Ltd/Lancashire Equalities Recycling Lives Social Enterprise Solutions CIC Strawberry Fields Training CIC THOMAS URPotential Veterans in Communities Shelter</p>
Two Zero – Social Enterprise scale up pilot	Lancashire County Council	Staff and consultants
Contract delivery:		
Crisis Support Scheme - Essential Household Items	Lancashire County Council	<p>Staff and Partners/Furniture Reused Organisations (FRO): Open Door Emmaus Gift 92 Calico / Furniture Matters Refurb Wyre and Fylde</p>

Part 2 – Critical activities

RAG	Activity	Status	Potential Contingencies
	Continued business activity	Operational	A virtual presence can be maintained by any number of staff for as long as they are not ill
	Office presence General office functions – HR support to staff, payroll, finance functions (payments)	Operational	<p>Plan to enable home working</p> <p>Maintain a skeleton staff presence at Brentwood House, limited to one person per room</p> <p>Meetings held via telephone or video conference</p>
	BBO Project delivery	Operational Pending Funder guidance	<p>Request to partners for early submission of BBO financial claims</p> <p>Participant interaction taking place remotely via telephone or video call</p> <p>Regular email updates to delivery partners re guidance or changes in delivery</p> <p>Withdrawn/exited participant file collection still happening but with minimal contact</p>
	Two Zero – Social Enterprise scale up pilot	Operational	<p>1-2-1 meetings could be conducted with video conference options</p> <p>Group activity to be considered</p>

	Crisis Support Scheme - Essential Household Items	Operational	Selnet activity is all online and Staff member works from home. Request risk assessment from FROs Partners asked to implement own planning considering at all times government guidance in managing risk and controlling the spread of the virus.
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Immediate Action check list

Critical activities	Action	Activity	Responsibility	Status
Continued business activity	Keep staff and partners constantly informed of any changes to business status	<ul style="list-style-type: none"> • BCP distributed to members • Memo to staff. • Update staff contract details to include out of hours contact info. 	CEO	
Office presence General office functions – HR support to staff, payroll, finance functions (payments)	Staff sickness policy information/update Raise awareness of the risk and how to combat the spread of the virus	<ul style="list-style-type: none"> • Referred to government guidance • Signage and protection resources within the office areas • Remind all their responsible for taking measures to assist the Company to prevent the spread of the virus • Non-essential office-based staff told to work from home • Skeleton staff provision by rota 	CEO All staff	On -going
BBO Project delivery	Maintain project delivery noting government guidance in terms of controlling the risks and spread of the virus Await formal guidance from NLCF	<ul style="list-style-type: none"> • Daily email contact with partners • Email notifications of change • Plans in place in preparation for claims 	Partnership Manager	Complete Urgent request made (4)
Two Zero – Social Enterprise scale up pilot	Initial project planning currently on going	<ul style="list-style-type: none"> • No action at this point 	Network Manager	Ongoing review
Crisis Support Scheme - Essential Household Items	Maintain delivery commitments responding to contractor referrals	<ul style="list-style-type: none"> • Email to Partners: 	CEO	Partners confirm risk assessments

