

Business Continuity Exercise Schedule 2013-2014

Function	Plan/ Author	Exercise Format	Comments	Planned/ Completed
Ensuring that customers are able to bid and if vulnerable placing bids on their behalf on the Thurrock choice homes computer systems	Thurrock Choice Homes	Tabletop	Outcome - to include a statement in this bc plan that the bidding process would be unaffected in the event of an ICT failure as service provider EELC East London Landlord Company could continue to operate the web based service	Completed
Provision of burial and cemetery facilities	Street Cleansing and Highways	Tabletop	Outcome - to include in this bc plan trigger levels for the number of burials that could be completed in a day with limited staff	Completed
Extra Care Housing	Provider Services	Tabletop	Outcome - to add a list of voluntary agencies that may be able to assist if Thurrock Council staffing levels were impacted for any reason - pandemic flu etc	Completed
Safeguarding Vulnerable Adults	Emergency Duty Team/AMHP	Tabletop		Planned Q4 2013/14
Managing the Council's daily cash flow- banking activities	Corporate Finance	Tabletop		Planned Q4 2013/14

Work with children subject to a child protection plan	Safeguarding Children in Need	Tabletop		Planned Q1 2014/15
Continuation of Schools Transport Manager system which holds all information on individual child needs for escort and transport needs	Transportation	Tabletop		Planned Q1 2014/15
Food Poisoning cases - acute e.g.- coli 0157, botulism	Food Safety Team	Tabletop		Planned Q2 2014/15
EDT Remove Children	Safeguarding Children in Need	Tabletop		Planned Q2 2014/15