

**Governance and Law**

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Direct Line 01546 604192

Ask for Kate Connelly

Date: 22/05/2012

Dear ,

**Business Continuity Planning; Consultation on Recovery Plans**

As you may be aware, Business Continuity Planning is an important aspect of the Council's preparations in dealing with emergency incidents which may disrupt normal service delivery. We are currently implementing a project to update our arrangements and we hope to engage with Community Councils to ensure that we incorporate a wider perspective in our new procedures.

The attached survey refers to 'critical activities' which must be reinstated should an unexpected event disrupt normal arrangements. The final list of critical activities has not been formally adopted by the Council but as you would expect, it will include services such as providing care for children, elderly and vulnerable adults as well as services to protect public health and keep essential roads open for emergency services etc.

I realise that the project timescales are short and that your own schedule for meetings may make it difficult to provide a detailed response. However we anticipate that these arrangements will evolve over time so that even an initial response, perhaps from the Convenor or a sub-committee of the Community Council, would be appreciated at this stage. I would be very grateful if you could complete the attached survey using the web link;

<https://secure.crtviewpoint.com/OnlineSurvey/default.aspx?session=819f0d9e-7ae7-4791-9bf6-1789ebadfb11>

or return it by email to [anna.watkiss@argyll-bute.gov.uk](mailto:anna.watkiss@argyll-bute.gov.uk) before the 8<sup>th</sup> June 2012.

Should you wish to print any of the documents please contact your local Area Governance Assistant as detailed below.

**Eilidh Fitzpatrick**, Governance and Law, Hill Street, Dunoon, PA23 7AP  
**Jane Gillies**, Governance and Law, Municipal Buildings, Albany Street, Oban,  
PA34 4AW

**Theresa McLetchie**, Governance and Law, Kilmory, Lochgilphead, PA31  
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**Belinda Ruthven**, Governance and Law, Scotcourt House, 45 West Princes  
Street, Helensburgh, G84 8BP

If you are unable to return the survey using this mechanism or if you require clarification or wish to discuss any issue relating to the survey, please contact the project officer, Kate Connelly, as detailed above.

Thank you for your assistance,

Yours faithfully,

Charles Reppke  
Head of Governance and Law.