



COUNCIL SERVICE	
CRITICAL ACTIVITY	
ORGANISATION	
CONTACT NAME	
TELEPHONE NUMBER(S)	
EMAIL ADDRESS	

The Council is reviewing its procedures for Business Continuity Planning to ensure that we have robust recovery plans so that critical services can be reinstated following an unexpected event which has significantly affected our usual delivery arrangements. The attached template is being developed for use by relevant Council services and we would welcome your comments at this stage of the process.

For each section in the recovery plan, please circle the number that best describes how satisfied you are that this aspect has been addressed					
	Very satisfied	Satisfied	Dissatisfied	Very dissatisfied	No comment

SECTION 1.1; ACTIVATING THE PLAN	1	2	3	4	5
<i>Please detail any additional / alternative stages that you feel should be incorporated in the flowchart</i>					

SECTION 1.2–1.4; OVERVIEW	1	2	3	4	5
<i>Please detail any additional measures or actions that you feel should be included in this section</i>					

SECTION 1.5; CONTACT DETAILS	1	2	3	4	5
<i>Please detail any additional relevant contacts you believe should be included in this section</i>					

Please circle the number that best describes how satisfied you are that this aspect has been addressed	Very satisfied	Fairly satisfied	Dissatisfied	Very dissatisfied	No comment
SECTION 2; PRIORITY ACTIONS	1	2	3	4	5
<i>Please detail any additional or alternative actions you feel should be included here.</i>					
SECTION 3; RESOURCES	1	2	3	4	5
<i>Please detail any additional or alternative resources that you feel should be included here; please also indicate whether your organisation could assist in providing any of these resources</i>					
SECTION 4; OTHER RELEVANT SERVICES	1	2	3	4	5
<i>Please detail any other services / agencies that you feel should be included in this section e.g. links to your own Business Continuity Plans, contingency arrangements etc.</i>					
GENERAL COMMENTS					
<i>Please use this space to comment on any other aspect of the plan or to detail any assistance you be able to offer this service to support its business continuity arrangements.</i>					

Thank you for taking the time to complete this questionnaire.

NOTE: The information you provide will be used to inform the Council's procedures and to identify potential improvements. Personal information will be used to inform our understanding of any issues you might raise and we may contact you to discuss your comments further. The information obtained as a result of this survey will be collated and may be shared with organisations out with Argyll and Bute Council however no individual responses will be circulated.