



18 January 2008

Local Authorities in England and Wales

Dear Colleague,

**CENTRALLY PROVIDED MATERIAL TO SUPPORT LOCAL AUTHORITIES
IMPLEMENT THE BUSINESS CONTINUITY PROMOTION DUTY UNDER
THE CIVIL CONTINGENCIES ACT 2004**

The purpose of this bulletin is to provide you with a nationally agreed 'BCM Promotional Leaflet' and to make you aware of the 'BCM Toolkit' that is available on the 'Preparing for Emergencies' website at www.preparingforemergencies.gov.uk/bcadvice Together these products are designed to assist local authorities, and their partners, meet the duty under the Act to provide advice and assistance to commercial and voluntary organisations.

Although a number of local authorities already have promotional leaflets, and in some cases have produced more detailed guidance for commercial and voluntary organisations, we were told by practitioners that they would welcome a nationally produced leaflet and toolkit. These products have been produced as a result of that feedback and have been developed by the Civil Contingencies Secretariat in collaboration with the Business Continuity Promotion Practitioner Group, consisting of representatives of the business community, business support organisations and marketing professionals. In developing these two products, the CCS and Practitioner Group have drawn on the many good examples of locally produced material.

BCM Promotional Leaflet

Attached to this bulletin you will find electronic files of a nationally agreed leaflet that you can localise by adding your logo, logos of partner organisations and your contact details. This is provided in a format at Annex A that can be printed and in a format at Annex B that can be displayed on local authorities' websites. Local authorities in Wales are also being provided with Welsh language versions of the leaflet at Annex C and Annex D. For local authorities who wish to get the leaflet professionally printed, the cost of doing this will need to be met locally.



Please note that to be able to amend these files you need Adobe Acrobat Reader 8. This can be downloaded free of charge from the Adobe website at <http://www.adobe.com/products/acrobat>

BCM Toolkit

The toolkit has been published on the Preparing for Emergencies (PfE) website at www.preparingforemergencies.gov.uk/bcadvice and provides a resource that you can point commercial and voluntary organisations to who are looking for assistance in putting BCM arrangements in place. This is a step-by-step guide and although it is applicable to all sizes of organisation across all sectors, it has been developed specifically for small and medium organisations in the commercial and voluntary sector that are relatively new to BCM.

The toolkit will be periodically reviewed and I would welcome your views, and also ask that you encourage commercial and voluntary organisations to provide comments. These should be provided by email to ccact@cabinet-office.x.gsi.gov.uk

Finally, I would like to thank all those individuals who contributed to the development of these products, either by providing advice or by providing examples of products they had produced locally.

Yours sincerely,

TONY PART

Civil Contingencies Act & Local Response Capability Team

Local response gateway: preparing together

