

Risk Management & Business Continuity Planning Review

*Implementing protective risk management and
business continuity planning*

An in-depth review of Risk Management and Business Continuity Planning requirements for SME business and helping each business to:

- Understand its key business risks and specifically those risks that could threaten the profitability, stability and survival of each organisation;
- Identify the extent of business Risk Management required to protect business operations including practical procedures and documentary support;
- Determine what Business Continuity Planning arrangements are necessary to guard against unplanned disruption;
- Receive a clear *Risk & Continuity* Action Plan Report with prioritised recommendations enabling each organisation to implement necessary protective measures.

Includes:

- **Full one-day, on-site business review visit**
- **Action Plan Report with prioritised recommendations**
- **Three months professional support service**

To book *Risk & Continuity* please refer to the contact form attached. Should you have any queries please call, email or use the enquiry form on our website.

Risk & Continuity is a trading division of Value Generation Limited, Charwell House, Wilsom Road, Alton, GU34 2PP.
Telephone: 01420 540273 Fax: 01420 544098
Email: info@valuegeneration.co.uk
www.valuegeneration.co.uk

Why Implement Risk & Continuity:

SME businesses take time and hard effort to establish and often hold the vast majority of the personal wealth of their owners.

Today's commercial world requires all businesses to take increasing risks many of which can severely threaten the stability, profitability and even survival of organisations.

Effective ongoing risk management provides a blanket of protection to ensure SME businesses remain diligent of, and responsive to, business risks.

With the increasing dependency on information & communications technology; the use of outsourcing and the need for efficient & timely activities, any disruption can severely impact the ability to maintain normal operations.

Risk & Continuity Review is a unique service designed to develop a clear strategy for Risk Management and Business Continuity Planning in SME business. It will provide the foundation on which SME organisations can radically overhaul their approach to Risk Management and Business Continuity, and ensure that should threats or disruption materialise, the organisation has the strength and preparation to maintain and efficiently restore normal operations.

Risk & Continuity Objectives:

Risk & Continuity Review is designed as a ground-up review of the Risk Management and Business Continuity needs for the participating SME business.

It is a broad scope, efficient and effective whole of business review designed to provide clear feedback and Action Plan steps to enable SME businesses to develop cost-effective and targeted protection measures.

Risk & Continuity Review is delivered through:

- a one-day business review, working with business owners to review business operations efficiency, strategy and existing Risk Management and Business Continuity measures;
- an Action Plan Report to make significant recommendations to enhance or develop Risk Management Systems and a Business Continuity Plan;
- a three month support helpline to provide an ongoing source of guidance for business owners implementing recommendations

Who should use Risk & Continuity:

Risk & Continuity Review is designed to cover a broad range of SME business from those operating in the hi-tech service sector to more traditional manufacturing industries.

Risk & Continuity Review would be of particular benefit to SMEs needing to gain a better understanding of their Risk Management and Business Continuity needs, enabling them to implement a targeted and effective solution. This is particularly important where:

- business disruption could lead to loss of customers or clients
- a firm is relying on IT or key machinery to deliver their service
- operating cash flow is tight and strong support would be needed after a disruption
- A firm wishes (or is required) to create a strong, efficient and resilient business operation

Risk & Continuity Review Director:

Paul Johnson is a Member of the Business Continuity Institute and the Disaster Recovery Institute. He has over 15 years professional experience working as a loss adjuster helping organisations recover from disaster; and in risk management, helping design and implement Risk Management and Business Continuity Programmes.

Paul is also a Chartered Accountant, Chartered Loss Adjuster and Associate of the Chartered Insurance Institute. He holds the Prince 2 (Project Management) qualification at the Practitioner level.

Paul is a Director of Value Generation Limited and is responsible for Risk Management and Business Continuity Solutions and Training. Value Generation Limited is a company dedicated to the provision of business efficiency, strategy and risk management services.

Get in touch to talk through the Risk & Continuity Review service!

For **Risk & Continuity Review** enquiries please contact:
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A brief chat or email can help determine if **Risk & Continuity Review** is beneficial to your organisation. We have kept the cost of this service to a minimum to provide the crucial protection advice needed, without clients having to incur heavy management time or financial cost. We believe many of our clients will be impressed with our service and want to continue to work with us to develop their Risk Management Systems and Business Continuity Plans.

business review programme

8.45: General business introduction and (if applicable) location tour

9.15: Review of management structure and business control systems

9.45: Products & services review to identify key revenue & margin generators and critical customers

10.30 Operational review, examining human resource management, facilities management, business processes, critical equipment and IT and communications dependency

12.00: Supplier review to identify critical suppliers and alternative options in the event of disruption

12.30: Business development review including business objectives, strategic plans and areas of business growth going forward

1.00: Lunch and informal business discussions

2.00: Financial review covering:

- product & service revenue & profitability,
- business budgets & forecasts
- underlying financial systems and controls.

3.00: Marketing and Publicity review of external media utilisation and relationships and general marketing strategies

3.30: Review of existing Risk Management and Business Continuity Measures

4.15: Legal & compliance review to capture the key legislation, regulation and corporate governance issues that could threaten business revenues

4.45: Wrap up discussions

- covering any remaining areas of query
- confirming any further information to be supplied
- outlining the delivery schedule for your Action Plan Report
- explaining how to get the most from the ongoing support package (i.e. three month email support line)

5.15: Finish

Contact us now to book a *Risk & Continuity Review* for yourself or your clients

Action Plan Report

There are four sections to the Action Plan Report:

Section 1 – Introduction & Business Analysis: providing an introduction to the *Risk & Continuity* process and an overall summary of the key business activities and operations;

Section 2 – Business Risk Analysis: analysing key Business Risks and the probability and impact on business operations should the risk materialise. Assessing current Risk Management measures including risk documentation (e.g. risk registers) and procedures built formally or informally into the business processes.

Section 3 – Business Continuity Planning Review: explaining the importance of Business Continuity Management and examining current Business Continuity Planning measures in use. Assessing the need to create or improve existing Business Continuity Plans. Explaining how to market the increased business resilience to enhance contract negotiations and client relationship management.

Section 4 – Risk Mitigation and Business Continuity Action Plan: outlining a set of recommendations to introduce cost effective Business Risk Mitigation and Business Continuity Plans. Recommendations will be clearly stated and prioritised enabling the most critical issues to be addressed in order of importance.

Support Helpline

3 months of continuing support

Implementation of your Action Plan recommendations is vital to ensure your business is properly protected against key risks and unplanned disruption.

We recognise you may face challenges as you seek to implement the recommendations and want to help you with ongoing questions and queries.

We do this through a 3 month email support line included within the *Risk & Continuity Review* fee, so that you know assistance is available at the click of a button and giving you the confidence and guidance you need.

CONTACT FORM

Please contact us regarding:

The *Risk & Continuity Review* service

Name (Mr/Mrs/Ms/Other):.....

Position:

Telephone:

Fax:

Email:

Organisation:

Address:

.....

Town/City:

Postcode:

Please contact me to discuss *Risk & Continuity Review*

Please add me to your mailing list for newsletters and similar information

Cost and availability of the *Risk & Continuity Review* service is provided in the right hand panel. You will not receive an invoice for work done until the Action Plan Report has been provided to you.

Risk & Continuity UK cost & availability

Availability:

Risk & Continuity is available across the mainland UK.

We aim to conduct the on-site business review within 4 weeks of booking the service, to fit in with your requirements.

Cost:

The cost of *Risk & Continuity* is dependent on your business turnover as follows:

Up to £2.5mn:

£1,295 plus VAT

Between £2.5 - £10mn:

£1,995 plus VAT

Over £10mn:

We will provide a bespoke quotation on request

5 easy ways to contact us



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Fax: 01420 544098



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Risk & Continuity
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Service costs:

Service costs will be dependant upon turnover projected for the financial year during which the *Risk & Continuity Review* is undertaken. This amounts to £1,295 plus VAT for companies with turnover up to £2.5mn and £1,995 plus VAT with turnover between £2.5mn and £10mn. Companies with turnover above £10mn will be provided with a bespoke quotation.

Multi-service discounts:

Each *Risk & Continuity Review* assignment will include a business review undertaken based at one UK location. During our work we will review wider company activities at other locations, however should you wish us to undertake local visits and issue local Action Plan Reports this can be arranged at a reasonable additional fee that we will discuss with you.

Service Standards:

We are determined to provide an exceptional service and have a range of service standards to manage the work we undertake on your behalf. This includes a promise to respond to your enquiries within a reasonable period; to arrange a

Business Review visit within 4 weeks of your booking and to deliver your Action Plan Report within 7 working days of our Business Review visit.

Payment:

Payment is due on presentation of invoice by cheque payable to Value Generation Limited. An invoice will not be raised by us, until you have received your Action Plan Report. Cheques should be sent to Value Generation Limited, Charwell House, Wilsom Road, Alton, GU34 2PP.

Liability:

Value Generation Limited reserves the right to alter any part of the published work programme to match the individual circumstances of each client. Risk management and Business Continuity are complex processes and *Risk & Continuity Review* must be supplemented by thorough management review before decisions are taken to change or develop business processes, strategy or risk protections. In all cases Value Generation does not accept liability for decisions taken, save where such liability cannot be excluded by UK law.