**Skills for Work (SfW) Skills House (SH) – Coronavirus (COVID-19) Business Continuity Planning**

**N.B SfW deliver a front line service to Bradford citizens. SfW delivery is mainly at the following premises:**

**\* Schools across the district**

**\* St Peters House**

**Reviewed 20/12/21 SMcG**

**How much of your service can be delivered remotely should we be asked to minimise time in shared workspaces?**

**Only those staff with flexible working/remote access can work from home.**

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| **Delivery/affected area** | **Continuity** | **Delivery Impact** |
| **SfW Managers** | **Managers can work remotely (from home) or MMT** | **Delivery can continue with**  **1 - 2 weeks– minimal impact**  **3 – 4 weeks significant**  **4 weeks + detrimental** |
| **SfW team in Bradford SPH** | **SfW**  **Admin team**  **Business Development**  **MI Officer**  **Can work from MMT** | **Delivery can continue with**  **minimal impact** |
| **SfW Apprenticeships, Adult and Community learning is closely related to employer premises and schools (delivery taking place on school/Community premises )** | **SfW tutors deliver in SPH, employer premises and in schools**  **Delivery already timetabled for SPH could continue**  **As space very limited it would be difficult to relocate teaching delivered on employer premises and in schools/community venues to SPH or to another venue** | **Delivery could continue if schools remain open.**  **If schools /employers were to be significantly affected due to closure, then delivery impact would depend on length of time this was in place**  **Minimal impact short term as all delivery moved on line**  **Critical for exams and face to face**  **Potential increased costs if need to hire additional/other external delivery venues** |
| **SH staffing based in SPH** | **All SH staff can work from MMT** | **Delivery could continue if MMT remains open.** |
| **SfW has a number of specific events (some connected/ some funded directly) planned over the coming months;**  Accredited learning external award body exams | **Exams must be administered under strict awarding body conditions and cannot be postponed or cancelled**  **Immediate advice to be sought from awarding bodies**  **May prove difficult to source another appropriate venue at short notice** | **Detrimental impact if long term on:**   * **outcomes against contract profile** * **Reduced volume of learners progressing to 21/22/23** * **Impact on retention, completion and achievements re: QAR data (Ofsted)** * **Significant impact on income and budget achieved** |
| **SfW Events** | **External Events cannot be held due to lock down restrictions or external venues restricting external delivery/visitor access**  **Continuing anxiety, restrictions/guidance has had significant impact on ability to deliver Community Learning events and attendance due to reluctance of potential learners’ Covid anxieties.** | **Detrimental impact if long term on:**   * **outcomes against contract profile** * **Reduced volume of learners progressing to 21/22/23** * **Impact on retention, completion and achievements re: QAR data (Ofsted)**   **Significant impact on income and budget achieved** |
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**A review of your communication with all your team to make sure you have up to date contact details**

* The team will be asked for their consent in sharing personal contact mobile phone numbers and next of kin with each other (xxx staff will have a copy of all staff contact details) These will be held in email inboxes under ‘TEAM EMERGENCY CONTACT DETAILS’ should LA management need access this.

**A plan for if you have a high number of staff off sick or isolating at the same time – suggestion is plan for 20%. This will involve having a priority list for things that have to happen and those which can stop**

**Consideration of how we respond if one of our customers is ill**