



LOTHIAN & BORDERS  
COMMUNITY JUSTICE AUTHORITY

**BUSINESS CONTINUITY PLAN**

This Plan is for use in the event of an incident affecting Lothian & Borders Community Justice Authority Office in Peebles, during a major incident. It details the procedures to follow and it is possible to use all or some of the Continuity Plan dependent upon the incident.

**Location:** Scottish Borders Council Office, Rosetta Road, Peebles EH45 8HG

**Business Continuity Co-ordinator:** Sally Crighton, PA/Administrator

**Plan Owner:** Rob Strachan, Chief Officer

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**Date Created** 27.11.09

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**SIGNED**

**Business Continuity Co-ordinator** .....

**Plan Owner** .....

**Date**.....

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## **Scope & Objectives**

Lothian & Borders Community Justice Authority (LB CJA) is a strategic organisation, funded by the Scottish Government to develop strategy and policy in partnership with a range of partner organisations (Appendix 1). LB CJA does not provide any operational services to the public but it does have a range of administration and management processes which must be maintained at all times.

The Plan identifies the strategy and actions that are necessary to maintain these processes and also ensure the structure of LB CJA is preserved along with its main lines of communication following any major incident.

LB CJA is one of eight CJAs in Scotland and the Plan includes the actions that will be necessary to ensure the CJA network is not affected by any local risk.

Any national risks which may affect the Scottish Government and/or all eight CJAs at the same time are not included in this Plan.

## **Plan of Action**

Each CJA staff member (Chief Officer, Strategic Development Coordinator, PA/Administrator, SPS/CJA Liaison Manager) will hold a copy of the Business Continuity Plan which will be reviewed and updated on a half yearly basis. The Business Plan (omitting confidential contact information) will be posted on the LB CJA website.

In the event of any staff being unavailable due to an incident occurring, it is accepted that any other staff member can fulfil any action detailed in this plan.

A copy of this plan and a back-up of files will be held remotely from the office by the Chief Officer and this will be kept up to date following each 6 monthly review.

A grab bag (Appendix 5) will be maintained by the PA and kept in the Administration Office to be grabbed in the event of an office evacuation if the situation permits.

## LB CJA BUSINESS CONTINUITY PLAN

**CJA Team : Rob Strachan, Chief Officer (CO), Angela Gentile, Strategic Development Officer (SDO), Sally Crighton, PA/Administrator (PA), Andrea McLachlan Clerical Assistant (CA), Jim Dustan, SPS/CJA Liaison Manager (LM)**

What needs to be done	Actions	Comments
<p><b>1. Office Premises not available (no access/no utilities available): Remote working (1 week – 1 month)</b></p>	<ul style="list-style-type: none"> <li>• PA or CA other to phone/text Team building is not available</li> <li>• CO (work from home) home working facilities (email only)</li> <li>• SDC (work from home) home working facilities</li> <li>• PA – Liaise with Scottish Borders Council HQ to provide daily update to Team &amp; establish period of unavailability</li> <li>• PA/CA add News Update to website</li> <li>• PA/CA text/email contact list</li> <li>• PA/CO/SDC/CA/LM rearrange any planned Peebles Office meetings</li> <li>• PA liaise with Scottish Borders Council re possible temporary accommodation and IT access at another site</li> </ul>	
<p><b>2. Office Premises not available (no access) : (1 month or more)</b></p>	<ul style="list-style-type: none"> <li>• <b>As above plus</b></li> <li>• CO to liaise with Scottish Borders Council Business Continuity Team to establish alternative premises for Rosetta Road staff</li> <li>• If no other Scottish Borders Council site available establish temporary lease accommodation</li> <li>• Team meeting to be convened in week 1 by CO to review all processes &amp; workload to establish if any deadlines cannot be met.</li> <li>• Arrange for weekly meeting / update at agreed venue and time</li> </ul>	<p>Lease paid annually in advance – consider refund claim or offset against temporary accommodation</p> <p>Use SPS facilities where available</p>

What needs to be done	Actions	Comments
<b>3. Office Premises not available (building &amp; contents destroyed) (No IT system)</b>	<ul style="list-style-type: none"> <li>• Emergency team meeting convened – to be arranged by person first aware of incident (all Team to be present)</li> <li>• CO obtain update from Scottish Borders Council Business Continuity Team</li> <li>• Communication to full Contact List (from personal email address)</li> <li>• Team meeting to be convened in week 1 by CO to review all processes &amp; workload to establish if any deadlines cannot be met.</li> <li>• Arrange for weekly meeting / update at agreed venue and time</li> <li>• Identify alternative office premises</li> <li>• PA to make Contents Insurance Claim</li> <li>• Purchase replacement equipment</li> </ul>	Use SPS facilities where feasible
<b>4. Transport unavailable</b>	<ul style="list-style-type: none"> <li>• Rearrange meetings where possible</li> <li>• Utilise public transport if available</li> <li>• Work from home</li> </ul>	Hire car if no other option is available and retain receipts
<b>5. Personnel Unavailable</b>	<ul style="list-style-type: none"> <li>• For short term periods (<b>up to 3 months</b>) notify all contacts and rearrange meetings:               <ul style="list-style-type: none"> <li>• If CO unavailable, SDC will take on deputising role</li> <li>• If SDC unavailable, cover will be provided by the team on a needs only basis</li> <li>• If PA unavailable, CA will cover and CO consider short term agency cover</li> <li>• If LM unavailable, CO will liaise with Scottish Prison Service to discuss alternative arrangements</li> </ul> </li> <li>• For periods of absence of <b>3 months plus</b>:               <ul style="list-style-type: none"> <li>• If CO unavailable, SDC will liaise with Convenor and Members to agree action plan</li> <li>• If SDC unavailable, CO will consider alternative arrangements for cover with Convenor, Members and Duty to Cooperate partners</li> <li>• If PA or CA unavailable, CO will organise replacement cover</li> <li>• If LM unavailable, CO will arrange for cover from Scottish Prison Service</li> <li>• All partners to be advised</li> </ul> </li> </ul>	<p>CJA Administration budget will need to be reviewed to identify any potential underspend to cover agency workers.</p> <p>CJAs will need to be informed and support requested</p>

What needs to be done	Actions	Comments
<b>5. Personnel Unavailable – continued/</b>	<ul style="list-style-type: none"> <li>• If any member of staff is injured or dies whilst employed by the CJA <ul style="list-style-type: none"> <li>• Senior Team member or Convenor will contact next of kin</li> <li>• Company Insurance Policy will be invoked</li> <li>• Senior Team member will contact Scottish Borders Council HR to request full range of support</li> <li>• Actions as above (absence for 3 months plus) will be used as guide for future planning</li> </ul> </li> </ul>	
<b>6. Emergency Evacuation of the CJA Office</b>	<ul style="list-style-type: none"> <li>• The PA / Team member on site will take the Grab Bag if possible</li> <li>• A check of personnel and all visitors will be made by senior team member</li> <li>• Actions as listed in 1/2/3/5 will be put into operation depending on situation</li> </ul>	
<b>7. Partner organisation unavailable</b>	<ul style="list-style-type: none"> <li>• If any duty to cooperate or statutory partner organisation is unavailable the CO will advise all other partners and seek advice from the relative governing body e.g. COSLA – Local Authorities</li> <li>• The CO will advise Members</li> <li>• The CO will review the Area Plan and Action Plan to identify any actions that may be necessary</li> </ul>	

## Appendix 1 – LIST OF KEY CONTACTS

Organisation	Name	Email Address/other details	Contact Number	Mobile Number/other
Lothian & Borders CJA	Cllr John Muir	<a href="mailto:john.muir@westlothian.gov.uk">john.muir@westlothian.gov.uk</a>	01506 281737	07768852464 Convenor
	Cllr Sandy Scott	<a href="mailto:sandyscott@scotborders.gov.uk">sandyscott@scotborders.gov.uk</a>	01835 840632	Deputy Convenor
	Cllr Paul Edie	<a href="mailto:paul.edie@edinburgh.gov.uk">paul.edie@edinburgh.gov.uk</a>	0131 529 3172	Member
	Cllr Margot Russell	<a href="mailto:Margot.russell@midlothian.gov.uk">Margot.russell@midlothian.gov.uk</a>	0131 271 3087	Member
	Cllr Kenny McLeod	<a href="mailto:Kmcleod1@eastlothian.gov.uk">Kmcleod1@eastlothian.gov.uk</a>	01620 827016	Member
	Rob Strachan	<a href="mailto:rsca@scotborders.gov.uk">rsca@scotborders.gov.uk</a>	01721 726315	07585 397 447
	Angela Gentile	<a href="mailto:agcja@scotborders.gov.uk">agcja@scotborders.gov.uk</a>	01721 726349	07827083239
	Sally Crighton	<a href="mailto:sccja@scotborders.gov.uk">sccja@scotborders.gov.uk</a>	01721 726314	07825732347
	Andrea McLachlan	<a href="mailto:amcja@scotborders.gov.uk">amcja@scotborders.gov.uk</a>	01721 726349	07775 412 461
	Jim Dustan	<a href="mailto:james.dustan@sps.pnn.gov.uk">james.dustan@sps.pnn.gov.uk</a>	0131 244 8631	07747040181
	Scottish Government			
Joe Griffin		<a href="mailto:joe.giffin@scotland.gsi.gov.uk">joe.giffin@scotland.gsi.gov.uk</a>	0131 244 3511	Head of Service
Maurice Williams		<a href="mailto:Maurice.williams@scotland.gsi.gov.uk">Maurice.williams@scotland.gsi.gov.uk</a>	0131 244 5439	Finance – Sect 27
Carol McKegney		<a href="mailto:Carol.mckegney@scotland.gsi.gov.uk">Carol.mckegney@scotland.gsi.gov.uk</a>	0131 244 4349	Finance – CJA Admin
Susan Edington		<a href="mailto:Susan.Edington@scotland.gsi.gov.uk">Susan.Edington@scotland.gsi.gov.uk</a>	0131 244 3532	General
Stan McLeod		<a href="mailto:stan.mcleod@scotland.gsi.gov.uk">stan.mcleod@scotland.gsi.gov.uk</a>	0131 244 3255	RRP
Bruce Sutherland		<a href="mailto:Bruce.Sutherland@scotland.gsi.gov.uk">Bruce.Sutherland@scotland.gsi.gov.uk</a>	0131 244 5427	Effective Practice Unit – LSCMI PCC
Julie Gracie		<a href="mailto:Julie.gracie@scotland.gsi.gov.uk">Julie.gracie@scotland.gsi.gov.uk</a>	0131 2442670	Communications
City of Edinburgh Council	Michelle Miller	<a href="mailto:Michelle.miller@edinburgh.gov.uk">Michelle.miller@edinburgh.gov.uk</a>	0131 553 8520	CSWO
	Ron Lancashire	<a href="mailto:Ron.lancashire@edinburgh.gov.uk">Ron.lancashire@edinburgh.gov.uk</a>	0131 553 8238	CJSW
	Harry Robertson	<a href="mailto:Harry.robertson@edinburgh.gov.uk">Harry.robertson@edinburgh.gov.uk</a>	0131 553 8237	CJSW
	Graeme Stenhouse	<a href="mailto:Graeme.stenhouse@edinburgh.gov.uk">Graeme.stenhouse@edinburgh.gov.uk</a>	0131 529 5209	Finance Mgr
	Cllr Jenny Dawe	<a href="mailto:Jenny.Dawe@edinburgh.gov.uk">Jenny.Dawe@edinburgh.gov.uk</a>	-	CPP
	Norma Cuthbertson	<a href="mailto:Norma.cuthbertson@edinburgh.gov.uk">Norma.cuthbertson@edinburgh.gov.uk</a>	0131 469 3816	CPP
East Lothian Council	Murray Leys	<a href="mailto:mleys@eastlothian.gov.uk">mleys@eastlothian.gov.uk</a>	01620 827577	CJSW
	Mary Lewis	<a href="mailto:mlewis@eastlothian.gov.uk">mlewis@eastlothian.gov.uk</a>	01620 827927	CJSW
	Veronica Camponile	<a href="mailto:vcampanile@eastlothian.gov.uk">vcampanile@eastlothian.gov.uk</a>	01620 827475	CPP
	Cllr Paul McLennan	<a href="mailto:pmclennan@eastlothian.gov.uk">pmclennan@eastlothian.gov.uk</a>	01620 827334	CPP
	Ian	<a href="mailto:ipatterson@eastlothian.gov.uk">ipatterson@eastlothian.gov.uk</a>	01620 827827	Housing

	Patterson		(switchboard)	
	Name	Email Address/other details	Contact Number	Mobile Number/other
Midlothian Council	Colin Anderson	<a href="mailto:colin.anderson@midlothian.gov.uk">colin.anderson@midlothian.gov.uk</a>	0131 271 3605	Director
	Eibhlin McHugh	<a href="mailto:Eibhlin.McHugh@midlothian.gov.uk">Eibhlin.McHugh@midlothian.gov.uk</a>	0131 271 3318	CJSW manager
	Margaret Brewer	<a href="mailto:Margaret.brewer@midlothian.gov.uk">Margaret.brewer@midlothian.gov.uk</a>	0131 271 3831	CJSW
	Anita Anderson	<a href="mailto:Anita.Anderson@midlothian.gov.uk">Anita.Anderson@midlothian.gov.uk</a>	-	Housing
	Alasdair Mathers	<a href="mailto:Alasdair.mathers@midlothian.gov.uk">Alasdair.mathers@midlothian.gov.uk</a>		CPP
	Cllr Alex Bennett	<a href="mailto:Alex.bennett@midlothian.gov.uk">Alex.bennett@midlothian.gov.uk</a>	0131 271 3013	CPP
Scottish Borders Council	Andrew Lowe	<a href="mailto:alowe@scotborders.gov.uk">alowe@scotborders.gov.uk</a>	01835 824000	Director
	Marian Gray	<a href="mailto:mgray@scotborders.gov.uk">mgray@scotborders.gov.uk</a>	07835 825086	CJSW
	David Cressey	<a href="mailto:Dcressey@scotborders.gov.uk">Dcressey@scotborders.gov.uk</a>	01835 825080	Head of Service
	Cathie Fancy	<a href="mailto:Cfancy@scotborders.gov.uk">Cfancy@scotborders.gov.uk</a>	01835 825169	Housing
	Douglas Scott	<a href="mailto:Dscott@scotborders.gov.uk">Dscott@scotborders.gov.uk</a>	01835 825 155	New Ways
	Dave McDougall	<a href="mailto:sqglendinning@scotborders.gov.uk">sqglendinning@scotborders.gov.uk</a> c/o sarah glendinning	01835 826542	New Ways
	Tim Ward	<a href="mailto:Tim.ward@westlothian.gov.uk">Tim.ward@westlothian.gov.uk</a>	01506 281235	CJSW
West Lothian Council	Jennifer Scott	<a href="mailto:Jennifer.scott@westlothian.gov.uk">Jennifer.scott@westlothian.gov.uk</a>		Director
	Tim Ward	<a href="mailto:Tim.ward@westlothian.gov.uk">Tim.ward@westlothian.gov.uk</a>	01506 281 235	CJSW
	Siobhan Mullen	<a href="mailto:siobhan.mullen@westlothian.gsx.gov.uk">siobhan.mullen@westlothian.gsx.gov.uk</a>		Housing
	Karen Cawte	<a href="mailto:Karen.cawte@westlothian.gov.uk">Karen.cawte@westlothian.gov.uk</a>	01506 774035	CPP
	Cllr Peter Johnston	<a href="mailto:peter.johnston@westlothian.gov.uk">peter.johnston@westlothian.gov.uk</a>	01506 281713	CPP
Visitors Centre HMP Edinburgh	Kerry Watson	<a href="mailto:Kerry.Watson@salvationarmy.org.uk">Kerry.Watson@salvationarmy.org.uk</a>	0131 444 3095/3098	
NHS Lothian	Allister Short	<a href="mailto:Allister.short@nhslothian.scot.nhs.uk">Allister.short@nhslothian.scot.nhs.uk</a>		
NHS Borders	Julie Murray	<a href="mailto:julie.murray@borders.scot.nhs.uk">julie.murray@borders.scot.nhs.uk</a>		
	Dr Eric Baijal	P/A Sheila Patterson <a href="mailto:sheila.patterson@borders.scot.nhs.uk">sheila.patterson@borders.scot.nhs.uk</a>		
Victim Support	Laura Baxter	<a href="mailto:Laura.Baxter@victimsupportsco.org.uk">Laura.Baxter@victimsupportsco.org.uk</a>	0131 668 2556	07557 083993
SACRO	Tom Halpin	<a href="mailto:thalpin@national.sacro.org.uk">thalpin@national.sacro.org.uk</a>		
Includem	Angela Morgan	<a href="mailto:angela.morgan@includem.co.uk">angela.morgan@includem.co.uk</a>	0141 7633860	
	Norman Brown	<a href="mailto:norman.brown@includem.co.uk">norman.brown@includem.co.uk</a>	0141 7633860	
	Greg Barton	<a href="mailto:Greg@venturetrust.org.uk">Greg@venturetrust.org.uk</a>		

Venture Trust	Name	Email Address/other details	Contact Number	Mobile Number/other
Action for Children	Fiona Steel	<a href="mailto:Fiona.Steel@actionforchildren.org.uk">Fiona.Steel@actionforchildren.org.uk</a>	01415509010	07788583031
Scottish Prison Service	Jim Dustan	<a href="mailto:James.dustan@sps.pnn.gov.uk">James.dustan@sps.pnn.gov.uk</a>	<b>0131 244 8631</b>	<b>07747 040 181</b>
	Sue Brookes	<a href="mailto:Susan.Brookes@sps.pnn.gov.uk">Susan.Brookes@sps.pnn.gov.uk</a>	0131 244 8561	
	Eric Murch	<a href="mailto:Eric.murch@sps.pnn.gov.uk">Eric.murch@sps.pnn.gov.uk</a>		
Lothian & Borders Police	Lesley Boal	<a href="mailto:Lesley.boal@lbp.pnn.gov.uk">Lesley.boal@lbp.pnn.gov.uk</a>		
	Bob Paterson	<a href="mailto:robert.paterson@lbp.pnn.police.uk">robert.paterson@lbp.pnn.police.uk</a>	0131 311 3215	
	ACC William Skelly		0131 311 3357	
Lemon Digital Design	Alan Milne	<a href="mailto:info@lemondigitaldesign.com">info@lemondigitaldesign.com</a>	<b>01721 724232</b>	
Bordnet	Douglas Hardie	<a href="mailto:Douglas@bordernet.co.uk">Douglas@bordernet.co.uk</a>	01896 823624	
Lark Insurance	Tomas Pepper	<a href="mailto:Tomas.pepper@larkinsurance.co.uk">Tomas.pepper@larkinsurance.co.uk</a>	<b>01622 350 796</b>	
SBC IT	Helpdesk	<a href="mailto:besadmin@scotborders.gov.uk">besadmin@scotborders.gov.uk</a>	<b>01835 824000 ext 5384</b>	
SBC Payroll	Gary Alexander	<a href="mailto:Galexander@scotborders.gov.uk">Galexander@scotborders.gov.uk</a>	01835 824000 Ext: 5324	
SBC HR	Lorna Aitken	<a href="mailto:laitken1@scotborders.gov.uk">laitken1@scotborders.gov.uk</a>	01835 826676 Ext: 5480	
Anderson Strathern	John Kerr	<a href="mailto:john.kerr@andersonstrathern.co.uk">john.kerr@andersonstrathern.co.uk</a>	0131 625 7240	
Baker Tilly	Kelly Adams	<a href="mailto:kelly.adams@bakertilly.co.uk">kelly.adams@bakertilly.co.uk</a>	0131 659 8304	
Charles Gray Accountants	Charles Gray	<a href="mailto:enquiries@charlesgray.fsnet.co.uk">enquiries@charlesgray.fsnet.co.uk</a>	<b>01721 723366</b>	
Newbattle Abbey College	Gill Hamilton	<a href="mailto:gillh@newbattleabbeycollege.ac.uk">gillh@newbattleabbeycollege.ac.uk</a>	<b>0131 663 1921</b>	
Capital Solutions (Photocopier)	Douglas Russell	<a href="mailto:drussell@capital.solutions.co.uk">drussell@capital.solutions.co.uk</a>	<b>01896 757811</b>	<b>07970 607 024</b>

## **Appendix 2 – PROCESSES**

### **1. CJA Admin Finance**

Duplicate records are held by Charles Gray Accounts in respect of all invoices paid by cheque (invoices passed to Mr Gray as near date of receipt as feasible), credit card (statement received monthly) and petty cash (reconciled approx every 2 months).

The CJA Admin office maintains a paper file (CJA Admin Budget for each financial year) and computer files. The computer files are stored on a Scottish Borders Council server and are regularly backed up. The Quarterly Tracker excel spreadsheet held on the shared drive is updated at the time each invoice is processed. The Petty Cash excel spreadsheet held on the shared drive is updated at the time money is paid or petty cash cheque is cashed.

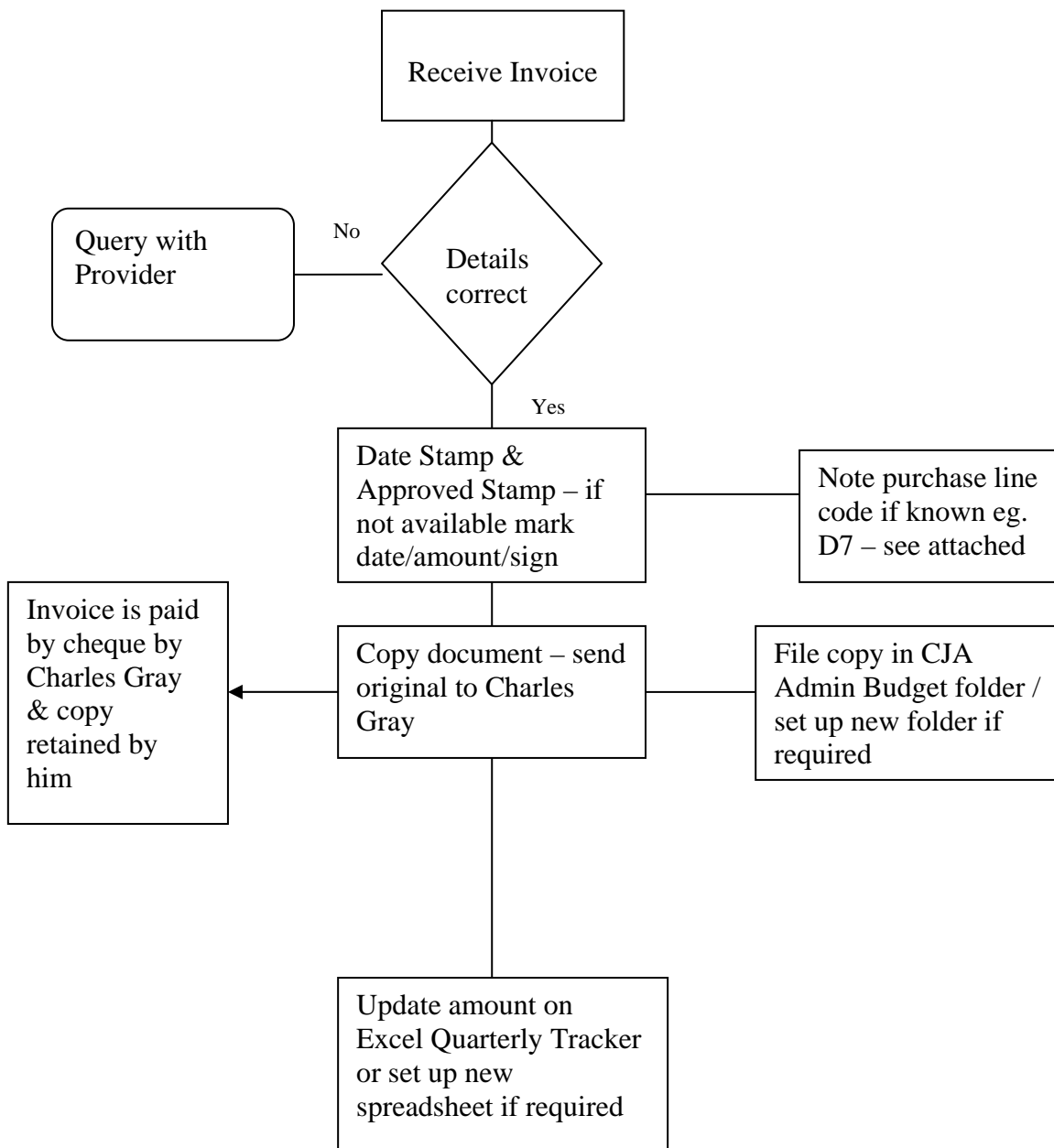
In the event of a major fire or other incident that would prevent access to the paper files, the backup information can be recovered from Charles Gray Accountants (except for those invoices that have been received but not processed – on receipt of the reminder notice, any outstanding payment can be dealt with). The quarterly tracker and petty cash tracker held on the shared drive can be retrieved from the Scottish Borders Council server.

The administration processes to be followed either on return to the original CJA office or to a new location are included in this Appendix.

## 2.1 Invoice Administration

### BANK ACCOUNT DETAILS:

- Bank of Scotland 'Not for Profit' – contact Lynn Fraser (0131 658 4422)
- Sort Code xx-xx-xx / Account xxxxxxxx
- Account Name: Lothian & Borders Community Justice Authority
- Cheque signatories: Charles Gray & Sally Crighton

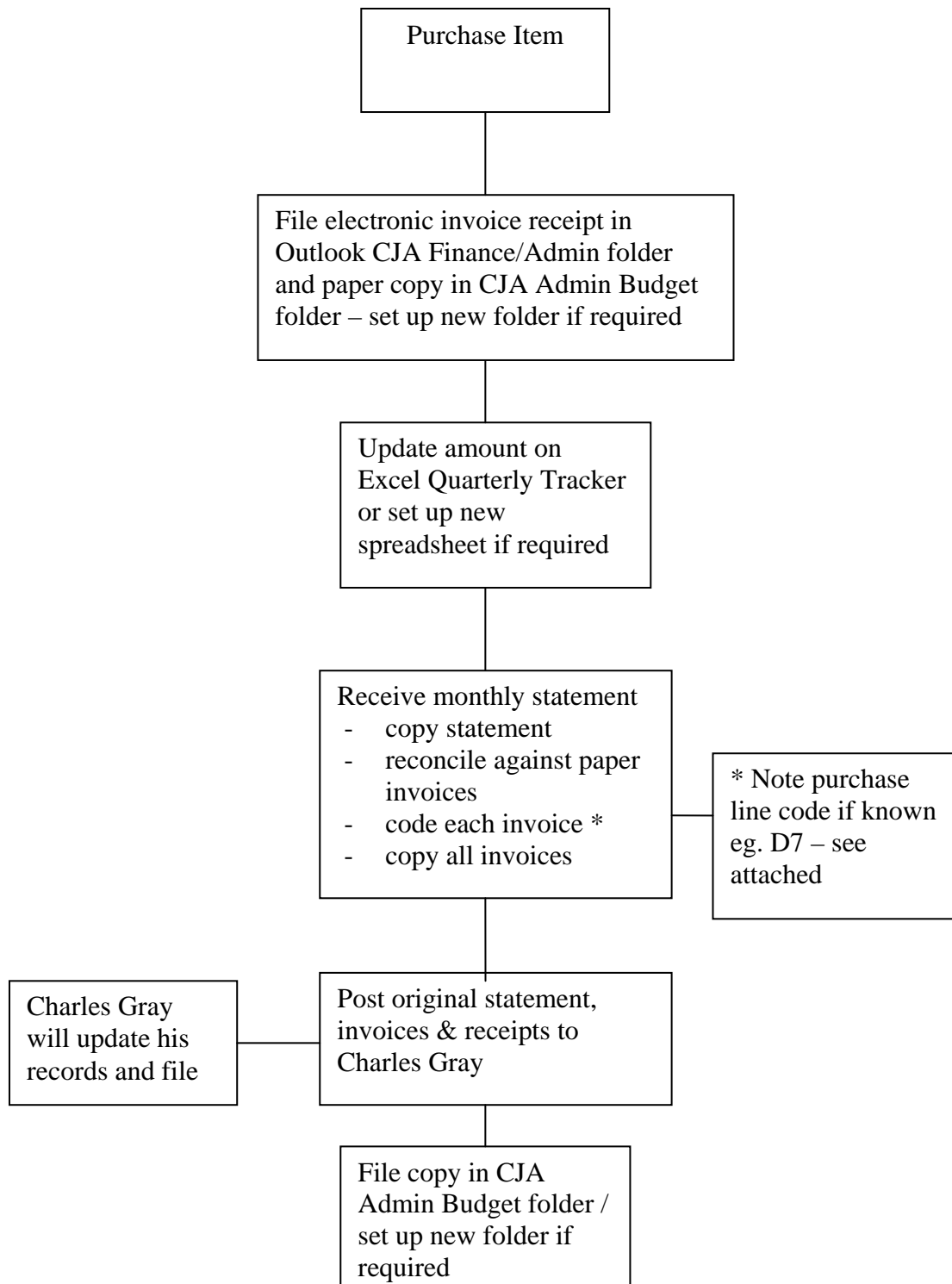


Accountant – Charles Gray, 37 High Street, Peebles EH45 8AN / 01721 723366

## 2.2 Credit Card Administration

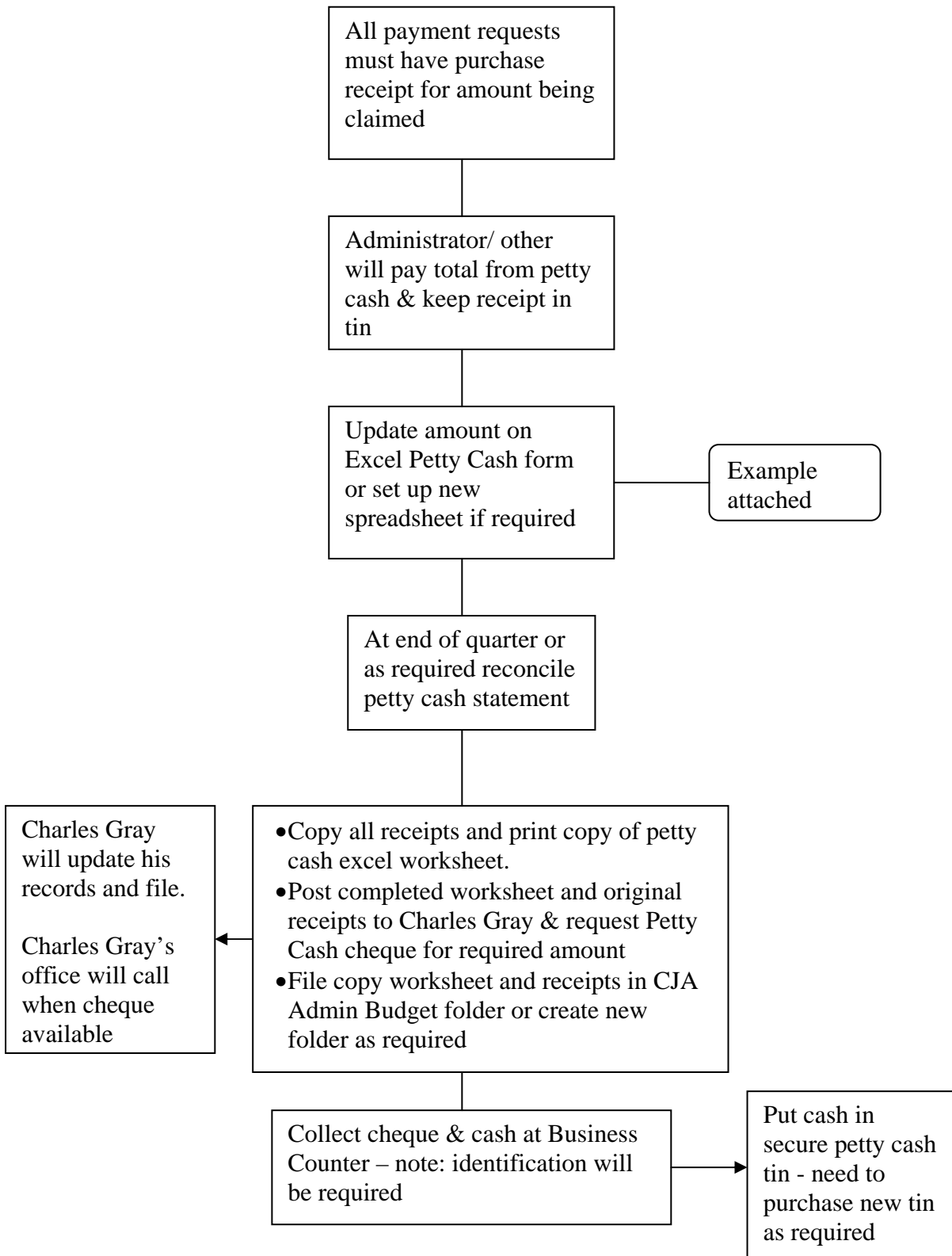
### CREDIT CARD DETAILS:

- Bank of Scotland Card Services – General Enquiries 0845 300 0323  
- Lost or Stolen 0845 300 0344
- Master Account Number (Company ID) – xxxxxxxx
- Two Company Credit cards (Master card) are held by the Chief Officer and Administrator. The purchase limit of each card is £1000 and the account is paid monthly by direct debit.



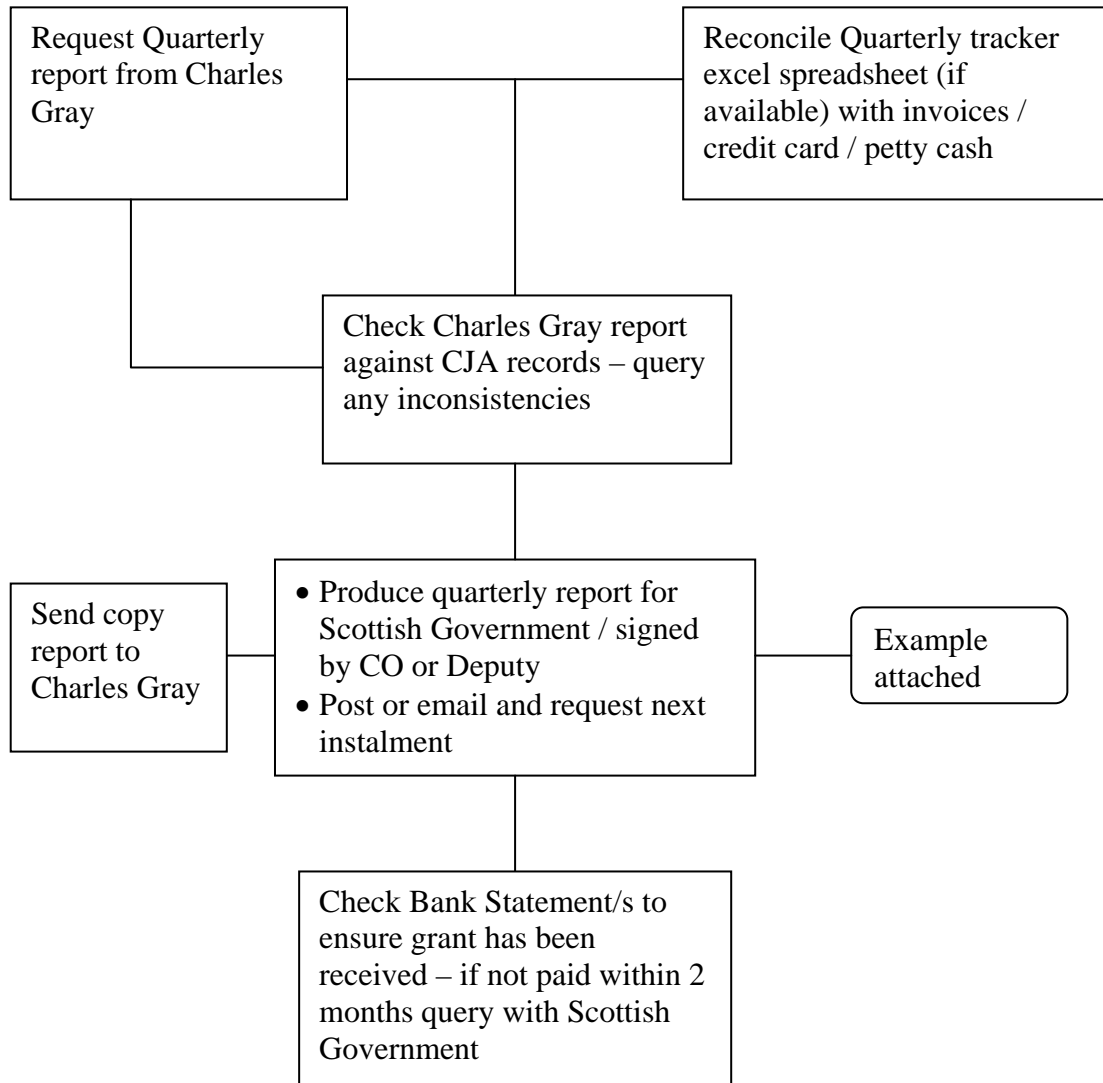
## 2.3 Petty Cash

The CJA Petty Cash tin is kept locked in the Administrators desk. The Administrator holds the key. Petty Cash cheques are provided by Charles Gray on request (cheque written out to cash) and can be cashed at any Bank of Scotland (nearest branch to the CJA office is High Street, Peebles).



## 2.3 Quarterly Reports

The Scottish Government require quarterly reports a maximum of 6 weeks after the end of each financial quarter. This report should detail the actual expenditure of that quarter and the estimated expenditure for the following quarter (Quarter 4 report is the end of year report which is produced by 30 June and sent to both Scottish Government and the CJA Finance Manager as part of the statutory accounts process).



## Appendix 3 – POLICIES SUMMARY

### 1. **CJA Office (Building)**

Leased by Scottish Borders Council

Contact: Susan Shaw, Solicitor 01835 824000 ext 6618

Buildings Insurance cover and responsibility for fabric of building is wholly that of Scottish Borders Council

### 2. **CJA Contents Insurance Cover**

LARK INSURANCE BROKING GROUP

Claims Assistance (9am-5pm) Lark Claims Team 020 7543 2800

Claims Assistance (outside office hours) Zurich Claims Line 0845 3002 055

Major Losses outside office hours – GAB Robin 0870 606 1234

### 3. **CJA Directors & Officers Cover (for Members & Chief Officer)**

LARK INSURANCE BROKING GROUP

(AIG)

Claims – as above

### 4. **CJA Group Personal Accident & Business Travel Insurance**

(Chief Officer, Strategic Development Coordinator, Administrator)

LARK INSURANCE BROKING GROUP

(RSA)

### 5. **Franking Machine**

Neopost

Contract is paid quarterly in advance.

Other annual costs: Rate chip / Ink

[www.neopost.co.uk](http://www.neopost.co.uk)

### 6. **Scottish Borders Council IT**

Neil Cameron, Account Manager 01835 826519

Service Level Agreement covers all IT network support (£1175 annually)

### 7. **Scottish Borders Council HR**

Lorna Aitken HR Advisor

Agreed rate of £55/hr for all HR support 01835 826676 Ext: 5480

### 8. **CJA Admin Accountant**

Charles Gray, 37 High Street, Peebles EH45 8AN / 01721 723366

### 9. **Lyreco**

Lyreco rep: Bill Payer

Online ordering [www.lyreco.co.uk](http://www.lyreco.co.uk)

Tele Ordering: 0845 723 1220

Email: [Scotland.sales@lyreco.com](mailto:Scotland.sales@lyreco.com)

## Appendix 4 – LOTHIAN & BORDERS CJA – REGISTER OF ASSETS

MAJOR ITEMS	VALUE	VAT	LOCATION	Ref code
Senator Jigsaw desk – right hand	£221.50	£38.76	Room 2	LBCJA1
Senator Jigsaw desk – right hand	£221.50	£38.76	Room 3	LBCJA2
Senator Jigsaw desk – left hand	£221.50	£38.76	Room 3	LBCJA3
Senator Jigsaw desk – left hand	£221.50	£38.76	Room 1	LBCJA4
Jigsaw Wave desk	£165.00	£28.88	Room 2	LBCJA5
Workstation (small table)	£109.50	£19.16	Room 2	LBCJA6
Pedestal 800 deep	£145.00	£25.38	Room 2	LBCJA7
Pedestal 600 deep	£113.70	£19.90	Room 2	LBCJA8
Pedestal 600 deep	£113.70	£19.90	Room 1	LBCJA9
Pedestal 600 deep	£113.70	£19.90	Room 3	LBCJA10
Pedestal 600 deep	£113.70	£19.90	Room 3	LBCJA11
Senator Enigma Chair	£280.50	£49.09	Room 1	LBCJA12
Senator Enigma Chair	£280.50	£49.09	Room 2	LBCJA13
Senator Enigma Chair	£280.50	£49.09	Room 2	LBCJA14
Senator Enigma Chair	£280.50	£49.09	Room 3	LBCJA15
Senator Enigma Chair	£280.50	£49.09	Room 3	LBCJA16
Senator Adjustable Circular Table	£242.50	£42.44	Room 1	LBCJA17
Senator Isis Meeting Chair	£95.00	£16.63	Room 1	LBCJA18
Senator Isis Meeting Chair	£95.00	£16.63	Room 1	LBCJA19
Senator Isis Meeting Chair	£95.00	£16.63	Room 1	LBCJA20
Senator Isis Meeting Chair	£95.00	£16.63	Room 2	LBCJA21
Bisley Cabinet	£339.45	£59.40	Room 2	LBCJA22
Bisley Cabinet	£339.45	£59.40	Room 3	LBCJA23
9 standard shelves (not labled) £8.50 each	£76.50	£13.39	Rooms 2&3	
Senator Sideboards	£212.00	£37.10	Room 3	LBCJA24
Senator Sideboards	£212.00	£37.10	Room 3	LBCJA25
Multi Printer/Copy/Fax HP Officejet 7310	£319.00	£55.83	Room 2	LBCJA26
Tassimo Coffee Machine	£80.00	£14.00	Room 2	LBCJA27
Peach Document Binder	£10.00	£1.75	Room 2	LBCJA28
Paper Cutter	£8.00	£1.40	Room 3	LBCJA29
Laptop	£300.00	£52.50	Room 1	LBCJA30
Projector	£700.00	£122.50	Room 1	LBCJA31
Shredder	£600.00	£105.00	Room 2	LBCJA32
Blackberry phone	£262.00	£45.85		
Complete Workstation – Monitor, Keyboard, Mouse, Hard drive, Phone	£762.00	£133.35	Room 1	18126/18055
Complete Workstation – Monitor, Keyboard, Mouse, Hard drive, Phone	£762.00	£133.35	Room 2	19099/19096
Complete Workstation – Monitor, Keyboard, Mouse, Hard drive, Phone	£762.00	£133.35	Room 2	18124/18056
Complete Workstation – Monitor, Keyboard, Mouse, Hard drive, Phone	£762.00	£133.35	Room 3	18125/18057
Complete Workstation – Monitor, Keyboard, Mouse, Hard drive, Phone	£762.00	£133.35	Room 3	19098/19097
Kettle	£5.00	£0.88	Room 3	LBCJA33
Cash Box	£6.50	£1.14	Room 2	LBCJA34
First Aid Box	£10.00	£1.75	Room 2	LBCJA35
BT Paragon 45 answer phone	£39.95	£6.99	Room 2	LBCJA36

MAJOR ITEMS	VALUE	VAT	LOCATION	Ref code
Laptop	£700.00	£122.50	Room 1	LBCJA37
Projector Screen	£180.00	£31.50	Room 1	LBCJA38

Laminator	£125.00	£21.88	Room 3	LBCJA39
Small filing unit	£95.00	£16.63	Room 1	LBCJA41
Portable magazine display rack	£50.00	£8.75	Room 3	LBCJA42
Display stands x 2	£200.00	£35.00	Room 3	LBCJA43+44
Portable CJA display stands x 2	£200.00	£35.00	Room 3	LBCJA45+46
Dictaphone	£484.00	£84.70	Room 3	LBCJA47
MP620 Canon Printer	£110.00	£19.25	Homeworking/Angela Gentile	LBCJA48
Desk Top Shredder	£40.00	£7.00	Homeworking/Angela Gentile	LBCJA49
Ring Binder (Fellowes)	£45.00	£7.88	Room 2	LBCJA50
Photocopier (Ricoh Aficio 2020D)	£750.00	£131.25	Room 2	LBCJA51
Samsung Netbook + Vodafone internet	£350.00	361.25	Held by Chief Officer	
<b>TOTAL VALUE</b>	<b>£14,444.15</b>	<b>£2527.73</b>		

Other Items		
2 large potted plants ; 3 smaller potted plants		
Window Blinds – 1 per room	<b>Keys:</b>	
3 Ikea Prints	Room 1	Single Office – Chief Officer
5 desk tidys	Room 2	Double Office – PA/Admin
5 sets of 3 trays	Room 3	Double Office – SPS Liaison / Consultant
3 staplers	Room 3	Double Office – Strategic Development Coordinator
3 punches		
2 desk calculators		
ng stands		
3 staple removers		
1 date stamp		
1 L&B CJA APPROVED stamp		
1 wall clock		
12 mugs		
Sellotape holder		
Large Thermos flask		
3 rulers		
3 pairs of scissors		
2 white boards		
Items not owned by CJA		
Laptop (on loan from Scottish Borders Council)		
Printer – HP Laserjet 1200 (on loan from Scottish Borders Council)		
Neopost Franking machine (leased)		
Mobile Phone (Vodafone contract through SBC) 07825732347		
Updated: 10/12/09 Sally Crighton		

## **Homeworking Items / Located with Strategic Development Coordinator**

Desk Top Cross Shredder  
Canon Desk Top Printer  
Laptop (Asset 21608)  
Trexus Tabour Door Cupboard + 5 shelves  
Bolero Executive Operator Chair  
Stapler  
2xhole Punch  
Calculator  
Blackberry (07827 083 239)

## **Appendix 5 – GRAB BAG**

In the event of a major evacuation of the building the team member/s who are located in the CJA Office will exit the building (with their own safety as a priority) and if possible take the Grab Bag which is located in Office 2 (PA/Administrator Office) behind the door.

The Grab Bag contains:

- A copy of this Business Continuity Plan
- Copy of key insurance & lease documents
- 3 x monthly paper copy of Chief Officer diary
- First Aid Box
- Paper & Pens