

## **Appendix 1**

The following business continuity plans fall within the remit of the Strategy and Resources Scrutiny Board:

### **Communities & Environment**

<b>Service Area/Function</b>	<b>Management Review Due</b>
<b>ELECTIONS &amp; REGULATORY</b> Taxi & Private Hire Licensing Section	Due 10/2020
<b>ELECTIONS &amp; REGULATORY</b> Licensing & Registration: Registrars	Due 10/2020
<b>ELECTIONS &amp; REGULATORY</b> Entertainment Licensing	Due 10/2020
<b>ELECTIONS &amp; REGULATORY</b> Electoral Services	Due 10/2020
<b>ELECTIONS &amp; REGULATORY</b> Land & Property Search Service	Due 10/2020

### **Resources and Housing**

<b>Service Area/Function</b>	<b>Management Review Due</b>
<b>Print Management</b>	Due 07/2020
<b>Facilities Management</b>	Due 09/2020
<b>Passenger Transport Service &amp; Community Meals Leeds</b>	Due 07/2021
<b>Fleet Services</b> Services & Maintenance	Due 07/2021
<b>Business Support Centre</b>	Due 11/2020
<b>Catering Contract Teams</b> 1 & 2	Due 12/2020

<b>Facilities Service</b> Mail Room/Record Management Facility	Due 05/2020
<b>Cleaning &amp; Guarding</b> Cleaning Area A & B <b>Education Cleaning</b> Area 1, 2 & 3	Due 09/2020
<b>Cleaning &amp; Guarding</b> Static Guards	Due 03/2021
<b>Health &amp; Safety</b>	Due 05/2020
<b>D&amp;IS Service Development</b>	Due 02/2021
<b>D&amp;IS Operational Services/Service &amp; Infrastructure</b> Including Application & End User Services	Due 11/2020
<b>Resilience &amp; Emergencies Team</b>	Due 02/2021
<b>Treasury</b>	Due 11/2020
<b>Financial Administration (Housing)</b> Including Rents, Lease Holders, Right to Buy (previously Environment & Housing Operational)	Due 03/2021
<b>Communications &amp; Marketing: Press &amp; Media Relations</b>	Due 09/2020
<b>Audit &amp; Investment: Insurance &amp; Claims</b>	Due 07/2020
<b>Legal Services</b>	Due 01/2021

<b>Member &amp; Lord Mayor Support Groups</b> Conservative, Labour, Small Groups/Independents and Lord Mayors Office	<b>**NEW**</b> <b>WIP</b>
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City Development

Service Area/Function	Management Review Due
Events Team	Due 01/2021
Leeds Town Hall	Due 06/2021