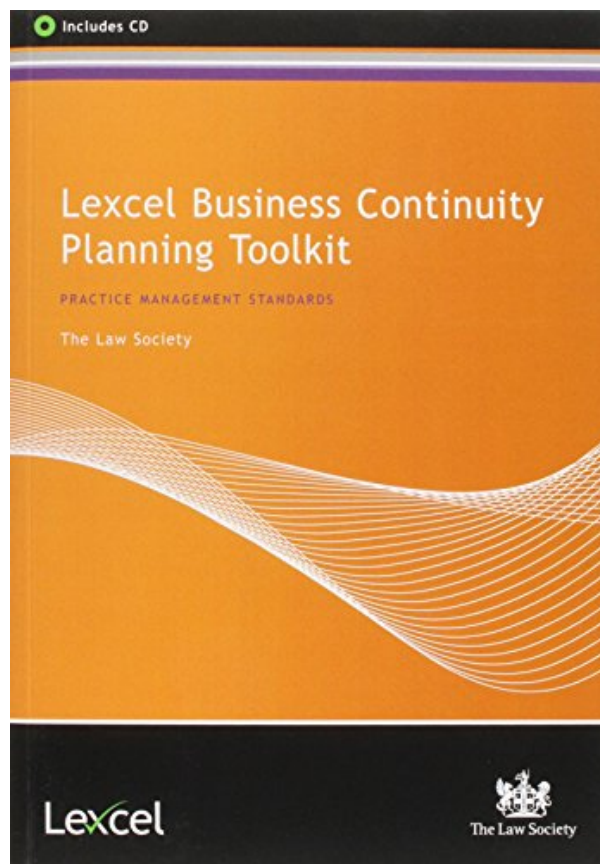
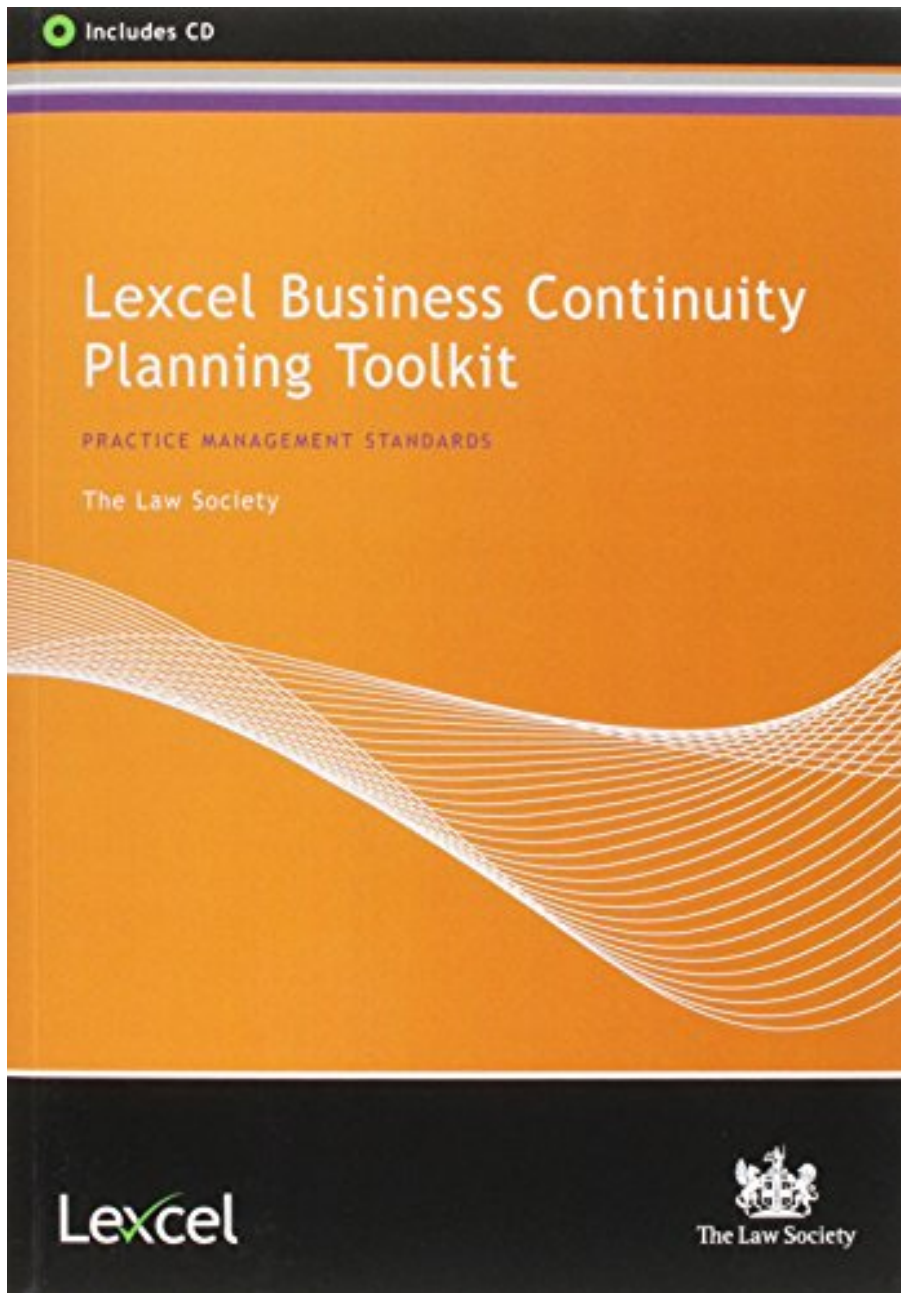


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Business continuity planning is becoming increasingly important for legal practices. Having effective plans in place is essential for business recovery in the event of a disaster but can also provide reassurance of continuity to third parties including clients, insurers, and regulators. Written to help you comply with Section 2.3 of the Lexcel Practice Management Standard, the toolkit helps you to create and implement policies and procedures that: - evaluate potential threats and the likelihood of their impact - identify ways to reduce, avoid and transfer the risk - test and check the plan. The Lexcel Business Continuity Toolkit offers essential templates including a: - business continuity project outline plan - business continuity plan - risk register - emergency evacuation procedure - incident form template. All of the documents are provided on the book's accompanying free CD-ROM, enabling you to customise them as needed.

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- Number of items: 1
- Dimensions: 6.85" h x .28" w x 9.65" l, .0 pounds
- Binding: Hardcover
- 88 pages

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For the busy law practice....

By Phillip Taylor MBE

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**THE BASICS OF BUSINESS CONTINUITY PLANNING IN ACCORDANCE WITH THE LEXCEL  
version 4 STANDARD - WITH ACCOMPANYING CD ROM**

An appreciation by Phillip Taylor MBE and Elizabeth Robson Taylor of Richmond Green Chambers,  
Richmond, Surrey

Be it fire, flood, IT breakdown, negligence or crime, any emergency that overtakes your law practice can be expensive. Yes, you will have insurance. But you may still lose considerably in terms of those all-important fee-earning hours while things are put right.

The sensible way forward for any practice is to implement a continuing programme of business continuity planning (BCP). The concept began with the increasing importance of and dependence upon IT systems and broadened into contingency planning for management and staff problems, the people element being vital to the success of any business.

If you need any examples, just check out the case studies in this excellent Lexcel `toolkit' from the Law Society. Don't worry; they're very brief, these anecdotes, but chillingly illustrative. Although anonymous, they all relate situations which actually happened to law firms or organisations within the legal sector. Each

is followed by a 'learning point' which we would be tempted to call 'the moral of the story.'

Business Continuity Planning therefore is part of any well observed and administered risk management programme - and implementing such a programme is made much easier for your practice with this succinct paperback volume and its accompanying CD as your guide. It's designed to help you identify and manage areas of risk. Most importantly it helps you comply with the Lexcel version 4.1 Standard (Section 2.3)

Like the other wildly popular Lexcel Toolkits, the book and CD ROM together pack in a wealth of information and resources in a compact and concise format. As you would expect, the Toolkit provides the essential time-saving templates, form a business continuity plan and risk register, to the emergency evacuation procedure and incident form. With its plain English approach, the book counsels plain common sense and the attitude of preparedness intrinsic to effective risk management.

Please note that Lexcel also produce a separate Risk Management Toolkit, which we have reviewed separately. We would certainly suggest that the well-run practice should have both of these - as well as all the other Lexcel Toolkits - as part of a well-stocked law library.

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