

Business Continuity Plan



Arcus Consultancy Services Ltd work from two offices based in the United Kingdom; York, Glasgow, South East and North East England. In the event of any disaster or disruption, we would still be able to operate from any of those offices with some of the staff being moved to the other office, and other staff being able to operate from home via laptops, mobile phones and VPN connection. We would anticipate staff being up and running within 2-3 hours of any disaster.

All our systems are backed up on a regular basis with the backups being stored safely off site where they can easily be retrieved in the event of any failure.

During any interruptions, the location of staff and relocation of our business would be coordinated by our Operational Management Team (OMT) and our Support Team.

Arcus hold all the relevant insurances namely Public Liability with an indemnity limit of £5m, Employers Liability with an indemnity limit of £10m and Professional Indemnity Insurance of £5m.

Copies of our Employers Liability Certificate and Brokers Letters confirming all other insurances are attached.

service without compromise

Insurance Confirmation for Arcus Consultancy Services Ltd

29th September 2020

To Whom It May Concern,

We are insurance brokers for the above noted mutual client and are pleased to confirm that we hold insurance cover for them as below.

Contact Us:
01653 697055
Janella.calvert@mcclarroninsurance.com
Mon to Fri 9am-5pm

Policy	Professional Indemnity
Insurer	Cavendish Munro Professional Risks Limited
Effective Date	2nd October 2020
Term End Date	1st October 2021
Policy Numbers	To Be Advised
Indemnity Limits	Professional Indemnity - £5,000,000

Business Activities: Arcus provides Planning, Landscape Architecture, Engineering and Environmental Services - planning and environmental consultancy providing environmental impact assessment and planning services to a wide range of sectors but specialising in the renewable energy industry. Services include Environmental Impact Assessments; project management; ecology, ornithology, air quality, BREEAM, noise assessments; hydrology & hydrogeology reports, visualizations and public exhibitions; cultural heritage and desk based archaeological assessments; engineering and infra-structure design specialising in abnormal load route planning; resource assessments, feasibility studies and site finding; site suitability and due diligence reports; and post planning support such as environmental monitoring.

The above policies are subject to Insurer's policy terms, conditions and exclusions.

The information provided is based on the insurance arrangements at the time of writing. Should the insurance cover be cancelled or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

If you require any further information or have any queries, please do not hesitate to contact McClarrons Ltd.

Yours faithfully,

A handwritten signature in black ink that reads "J.D. Calvert". The letters are cursive and slightly slanted to the right.

Janella Calvert Cert CII
Account Handler
McClarrons Ltd