



Continuity Policy

Document history

Process	Date
Author: Melissa Santiago-Val	25 October 2024
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Policy statement: We recognise the importance of ensuring continuity in our operations, especially in the event that our CEO is unable to perform his/her duties. To mitigate any risks associated with this, we have implemented a number of measures which are all detailed below.

Risk management

We are developing a comprehensive Risk Management Plan. Key risks, including leadership gaps, will be identified, assessed and assigned mitigation strategies. The plan will include clear guidelines for emergency situations, ensuring that leadership transitions or temporary gaps do not affect the delivery of services or adherence to policies. All major projects and programmes will have backup personnel identified, along with clear documentation on their objectives and timelines, so that no single person's absence will halt progress.

Delegation of responsibilities

We have established a clear delegation of responsibilities across the organisation, in the event that the CEO is unable to continue duties temporarily or permanently. A designated freelance staff member or volunteer will assume interim leadership, either for a particular course, or for overall running of the organisation. Trustees, freelance project supporters and key volunteers are already trained and involved in key aspects of management, including overseeing programme delivery, managing policies, and maintaining relationships with funders.

We are working on a process whereby each trustee has clear responsibility for a different governance area e.g. finance, operations, volunteer coordination. Additionally, one trustee will be assigned to be fully capable of stepping in if the CEO is unavailable.

Documentation and knowledge transfer

To ensure that key knowledge is accessible to others within the organisation:

- There are regular one to ones between the CEO and Chair. These include information on key contacts, operational processes, funding applications, projects and external relationships with partners and funders. A funding application spreadsheet which is updated weekly is shared with trustees until such time as we use a CRM which is planned for 2025/26.
- The CEO regularly shares financial updates and meets with the Treasurer to reconcile accounts. This is now set up with budgets on Xero so that it is easier to manage. We are looking at the affordability of a bookkeeper which would help to mitigate this.
- The CEO regularly shares updates and strategy sessions with trustees and volunteers, ensuring that they are up to date with ongoing projects and decision-making processes.

Succession planning

We have a formal succession plan in place. In case of a permanent vacancy in the CEO position, the Board of Trustees is empowered to appoint an interim leader and initiate a search for a permanent replacement. This process ensures that the organisation can continue its operations without disruption.

Board oversight

Our Board of Trustees plays an active role in overseeing the strategic direction and operational health of Sew Positive. In the event of a leadership gap, the Board may step in to support freelance project support and volunteers, ensuring that decision-making and accountability are maintained at the highest level. Regular Board meetings include risk assessments and contingency planning, ensuring that any potential disruptions, including leadership absence, are planned for in advance.

Continuity of programmes and funded activities

In the event of a CEO absence, Sew Positive ensures continuity of programmes through:

- A project continuity plan, which includes detailed timelines, task delegation, and regular check-ins. All programmes are led by teams, not individuals, to reduce dependency on any single person.
- Regular reporting and monitoring systems to ensure that key milestones are met, regardless of leadership changes.

By implementing these measures, Sew Positive ensures that programme delivery and adherence to policies are not solely reliant on the CEO. We have a robust system in place to manage risks and ensure operational continuity, guaranteeing that our beneficiaries will continue to receive uninterrupted support and services.