



## **Business Continuity Plan**

**Adopted 03/06/2020 minute 0620/18**

**Reviewed 10/05/2023 minute 0523/20 / Reviewed 01/05/2024 minute 0524/19**

### **SCOPE**

The Civil Contingencies Act 2004 places a duty on a local authority that it is prepared, as far as reasonably practical, to continue to provide critical functions/ assistance in the event of a disruption. Whilst this is not a statutory duty for Town or Parish Council, it is this Parish Council's intention to recognise the

importance to maintain a Business Continuity Plan for potential disruptions.

This plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed of necessary changes to service delivery, where such services are disrupted by factors within Litton Parish Council's area of responsibility.

- Website and noticeboard information

### **Core Business of the Parish Council**

• Provision of recreation ground and children's play area

The Council provides Local Parish Council services to its electorates which includes the provision of:

- Signs, benches, dog bins, waste bins (supplementary to BDDC waste bins)

**Hayfield Parish Council**

<b>Event</b>	<b>Mitigation: Plan to minimise impact</b>	<b>24 Hours: Immediate Response and Actions</b>	<b>Within 7 Days: Response as Required by Parish Council Standard Operating Procedures</b>	<b>Within 1 Month: Business Continuity Rebuild Confidence</b>	<b>Within 3 Months</b>
<b>Loss of Clerk due to sudden/longer term illness, incapacity or death</b>	Notes to be made for completion of key tasks including logins and passwords.	Chairman to be informed. Chairman to inform Councillors.	Full Council to decide on temporary cover strategy.	No action	Provide replacement and/or begin recruitment procedures. Council to review position and procedure for improvements.

<p><b>Death or serious injury to member of staff/volunteer whilst carrying out Council duties or prolonged absence of staff</b></p>	<p>Training of staff in all activities requiring Health and Safety certification.</p>	<p>Inform Clerk/Chairman who will report to Councillors - as above. Clerk/Chairman to inform the insurance company. Clerk/Chairman to inform HSE if necessary.</p>	<p>Clerk/Chairman to advise on temporary cover strategy and response to HSE, if necessary, and insurance company.</p>	<p>No action</p>	<p>Provide replacement and/or begin recruitment procedures. Council to review position and procedures for improvements.</p>
<p><b>Loss of Council membership due to multiple resignations (causing Council to be inquorate)</b></p>	<p>Co-option of Councillors</p>	<p>Clerk to inform all remaining members and employees of Council. Clerk to inform HPBC's Returning Officer.</p>	<p>HPBC to decide on temporary working strategy for immediate Council business.</p>	<p>No action</p>	<p>HPBC to instigate by-election/co-option procedure. Council to review position and procedures for improvements.</p>

<b>Loss of staff members due to resignation or dismissal</b>	Contact DALC for provision of support staff	Chair to report to Councillors and advise on temporary cover.	No action	No action	Provide replacement and/or begin recruitment procedures. Council to review position and procedure for improvements
<b>Loss of Council documents due to fire</b>	Offsite secure storage of original deeds; 100% copy of documentation in 2 separate locations.	Clerk to inform Chairman. Inform insurance company.	Council to review position.	Report incident to Full Council meeting.	Council to review position and procedures for improvements.
<b>Loss of Council electronic data due to fire, flood, breakdown or theft.</b>	Council laptop primary data store; backed up on the 25 <sup>th</sup> of every month to a pen drive stored in a fire proof box.	Clerk to inform Chairman.	Install Backup files on Clerk's laptop.	Report incident to Full Council meeting. Provide replacement equipment.	Council to review position and procedures for improvements.

<p><b>Loss of Council equipment due to theft or breakdown</b></p>	<p>Laptop backed up on the 25th of every month to a pen drive stored in a fire proof box. Adequate insurance for laptop.</p>	<p>Inform Chairman. Report theft to police and insurance company. Decide on immediate replacement.</p>	<p>Replace in line with current financial regulations.</p>	<p>Report incident to full Council meeting. Provide replacement equipment.</p>	<p>Council to review position and procedures for improvements.</p>
<p><b>Financial Loss</b></p>	<p>Risks assessed in line with Council Policy and subject to annual review</p>	<p>Refer to Risk Management Policy</p>	<p>Refer to Risk Management Policy</p>	<p>Refer to Risk Management Policy</p>	<p>Refer to Risk Management Policy</p>

**Next Review – April 2023**