



Spaldington Parish Council



.....at the heart of the Community, for the benefit of the Community.....

BUSINESS CONTINUITY PLAN

November 2020

Formally adopted:	
To be reviewed:	December 2021





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Spaldington Parish Council will hereinto be known in this policy as *'the Council'*

1. SCOPE

- i. The Civil Contingencies Act 2004 places a duty on any local authorities to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption.
- ii. This plan provides a framework in order for the Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions and identifies:
 - the first reactions
 - recovery objectives
 - structure for implementation
 - monitoring
 - follow-up procedures
 - communication process to keep everyone informed of necessary changes to service delivery.

2. CORE BUSINESS OF THE COUNCIL

- i. The Council provides a Local Parish Council service to its electorate which includes the provision of:
 - Website and Notice board information
 - Various Signs and benches
 - Full range of Parish Council services as required
- ii. The Council does not operate from an office or have any specific premises necessary for the discharge of its responsibilities.

3. INVOKING THE BCP

- i. The risks or scenarios that could invoke the BCP:
 - National Disasters
 - Weather Related Problems
 - Fire
 - Flood
 - Failures Equipment or Services deemed serious enough



- Losses of:
 - Numerous and significant Staff and / or Councillors through resignation
 - Numerous and significant Staff and / or Councillors through death
 - Numerous and significant Staff and / or Councillors through long-term injury/sickness
 - Numerous and significant Staff and / or Councillors through death or serious injury whilst working for the Council
 - Equipment theft breakage or major damage
 - Loss of Council records through theft, fire or corruption of files
- ii. The BCP Map of actions should be followed (see ANNEX A)
- iii. The Clerk is the first point of contact for all emergencies and business continuity actions
- iv. The Clerk is to implement all business continuity actions with the exception of the “Clerk not available” actions.
- v. If the Clerk is not available and urgent action is required, the Chair, Deputy Chair or a Member(s) of the Parish Council nominated by the Chair, shall implement all business continuity actions.



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BCP MAP OF ACTIONS

Timeline		24 hours	Seven days	One month	Within three months
Actions ↓	Recovery Steps →	Immediate Response and Actions	Management Response	BUSINESS CONTINUITY Rebuild Confidence	
Loss of Clerk due to sudden / long-term illness, incapacity or death		Inform Chair. Inform Members	Decide on temporary cover strategy	Report to Full Council Provide replacement and/or begin recruitment procedures	Review position and procedure for improvements
Loss or serious injury to member of staff whilst carrying out Council duties		Inform Clerk & Chair Inform HSE Decide on temporary cover	Decide on temporary cover strategy and answer to the HSE	Report to Full Council Provide replacement and/or begin process of recruitment or temporary cover period	Review position and procedure for improvements
Loss of Council membership due to multiple resignations (causing Council to be inquorate)		Inform all remaining members of Council/Clerk/Employees Inform SBC Monitoring Officer	Decide on temporary working strategy for immediate Council business	Instigate bye-election procedure/co-option procedure as advised by SBC	Review position and procedure for improvements
Loss of Clerk/staff members due to resignation or dismissal		Inform Clerk & Chair. Inform Members	Decide on temporary cover	Process of recruitment or temporary cover period. Provide replacement	Review position and procedure for improvements
Loss of Council documents due to fire		Inform Clerk & Chair. Inform Insurers	Review position	Report incident to Full Council Meeting	Review position and procedure for improvements
Loss of Council electronic data due to fire, flood, breakdown or theft		Inform Chair. Retrieve last backup Inform Insurers (if applicable) Inform police (if applicable)	Install backup files on temporary equipment	Report incident to Full Council Meeting Provide replacement equipment	Review position and procedure for improvements
Loss of Council equipment due to theft or breakdown		Inform Clerk & Chair Report theft to police and Insurers Decision on immediate replacement	Review position	Report incident to Full Council Meeting Provide replacement equipment	Review position and procedure for improvements
Local disaster		Inform all members of Council/ Clerk/Employees. Contact with relevant emergency services, if appropriate	Review position	Call Extra-ordinary Meeting of Council to discuss position and any necessary action	Review position and procedure for improvements

