

BARKWAY PARISH COUNCIL



Business Continuity Plan

Adopted by Barkway Parish Council on 8th June 2015 (reviewed 14.03.2016)

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 functions/services in the event of a disruption by whatever cause. Whilst this is not a statutory duty for a Town or Parish Council, it is Barkway Parish Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the Council.

This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within Barkway Parish Council's area of responsibility.

Core Business of the Parish Council

The Council provides local services to its electorate which includes the provision of:

- Website, notice board, newsletter information and the use of an email database to communicate important matters
- A recreation ground, pavilion and children's play area
- Signs, benches, dog bins and waste bins
- The maintenance and safety of the village pond and wagon wash
- A meeting place and book lending service at the Reading Room
- Litter picking
- Acting as a consultee on planning applications to represent the best interests of the village
- Managing the finances of the Council and using the precept for the benefit of the village
- Liaising with the District Council on issues that affect the Parish

Potential causes of disruption:

Damage caused by-

- a) Storm, tempest, flood and snow
- b) Fire
- c) Terrorism

Failures to-

- a) Equipment
- b) Public services

Losses of-

- a) Staff through death, illness or injury or resignation, whilst on or off Council duty
- b) Councillors by any reason which leaves the Council inquorate

Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Loss of clerk due to death, sudden/ longer term illness, incapacity or resignation	a)Ensure records are up to date of key tasks b)Minutes and accounts are up to date Access to log ins and pass words	Chairman to be informed Chairman to Inform Council Call EGM	Recruit temporary replacement Seek and employ permanent clerk	Review procedures to ensure minimal impact from loss
a) Death or serious injury to member of staff whilst carrying out Council duties or b)prolonged absence or resignation or dismissal of staff	Having others trained or acquainted with the duties with regard to H & S certification	a)b)Clerk/Chairman to be informed who will report to the Council a)Clerk to inform the insurance company a)Clerk to inform HSE if necessary	Seek temporary help Start recruitment procedures to seek replacements	Review procedures to ensure improvements
Loss of Councillors due to multiple resignations (causing Council to be inquorate)	Co option of Councillors who may be in reserve	Clerk to inform remaining Councillors & employees of the Council. Clerk to inform NHDC's Returning Officer.	NHDC to decide on temporary working strategy for Council business to be maintained followed by the instigation of a by election or co option procedure	Council to review procedures for recruitment of Councillors
Loss of Council documents due to fire, flood or other causes	Scan or photocopy documents and keep in separate secure place	Clerk to inform Chairman and insurance company if necessary	Council to discuss at next meeting	Review procedures to ensure improvements and security
Loss of Council electronic data due to fire, fault or breakdown	Ensure the regular backup is carried out either by use of separate drives kept remotely or use of Cloud storage	Clerk to inform Chairman and insurance company if necessary	Instigate use of stored material	Review procedures to ensure procedures are in place and to research improvements to system
Loss of Council equipment due to theft, fault or breakdown	Back up laptop (s) and use Cloud storage	Clerk to Inform Chairman. Report theft to police and insurance company. Decide on immediate replacement.	Replace in accordance with current financial regulations.	Review procedures to ensure improvements
Damage to meeting place – Reading Room	Maintain adequate insurance cover Carry out fire risk assessment	Clerk to inform insurance company Clerk to notify residents	Use alternative premises or Councillors/clerk to work from home	Review risk assessment