



Longstanton Parish Council

Business Continuity Plan (adopted at a meeting held on 9th March 2015)

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 as necessary changes to service delivery, where such services are disrupted by factors within Longstanton Parish Council's area of responsibility.



Core Business of the Parish Council

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

- Website and noticeboard information
- Provision of recreation ground and children's play area
- Burial Ground
- Signs, benches, dog bins, waste bins (supplementary to SCDC waste bins), street lighting (parts of the village only)
- Village hall facilities (run through Longstanton Village Institute charity 300408)



Longstanton Parish Council

Timeline	Mitigation	24 Hours	Within 7 Days	Within 1 Month	Within 3 Months
Event  Recovery Steps 	Plan to minimise impact	Immediate Response & Actions	Response as Required by Parish Council Standard Operating Procedures (SOP)	Business Continuity Rebuild Confidence	
Loss of Clerk due to sudden/longer term illness, incapacity or death	Notes to be made for completion of key tasks including log ins and passwords.	Chairman to be informed. Chairman to inform the Employment Committee	Full Council to decide on temporary cover strategy.		Provide replacement and/or begin recruitment procedures. Council to review position and procedure for improvements
Death or serious injury to member of staff whilst carrying out Council duties or prolonged absence of staff	Training of staff in all activities requiring H&S certification.	Inform Clerk/Chairman who will report to the Employment Committee - as above. Clerk/Chairman to inform the insurance company. Clerk/Chairman to inform HSE if necessary.	Clerk/Chairman to advise on temporary cover strategy and response to HSE, if necessary, and insurance company.		Provide replacement and/or begin recruitment procedures. Council to review position and procedure for improvements
Loss of Council membership due to multiple resignations (causing Council to be inquorate)	Co-option of Councillors	Clerk to inform all remaining members and employees of Council. Clerk to inform SCDC's Returning Officer.	SCDC to decide on temporary working strategy for immediate Council business.		SCDC to instigate by-election/co-option procedure. Council to review position and procedures for improvements.

Loss of staff members due to resignation or dismissal.	Contact CAPALC/SLCC for provision of support staff	Clerk to inform Chairman. Report to Employment Committee and advise on temporary cover.			Provide replacement and/or begin recruitment procedures. Council to review position and procedure for improvements
Loss of Council documents due to fire	CLOUD storage	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.
Loss of Council electronic data due to fire, flood, breakdown or theft.	CLOUD storage	Clerk to inform Chairman.	Install backup files on portable hard drive.	Report incident to Full Council meeting. Provide replacement equipment.	Council to review position and procedures for improvements.
Loss of Council equipment due to theft or breakdown.	Back up laptop. CLOUD storage	Inform Chairman. Report theft to police and insurance company. Decide on immediate replacement.	Replace in line with current financial regulations.	Report incident to Full Council meeting. Provide replacement equipment.	Council to review position and procedures for improvements.
Major Incident	Refer to Emergency Plan Policy				
Financial Loss	Risks assessed in line with Council Policy adopted 12 th May 2014 and subject to annual review	Refer to Risk Management Policy – adopted 12 th May 2014	Refer to Risk Management Policy – adopted 12 th May 2014	Refer to Risk Management Policy – adopted 12 th May 2014	Refer to Risk Management Policy – adopted 12 th May 2014

Document History		
Status	Date	Version
Drafted by Libby White, Clerk	February 2015	1.0
Draft to Council for Debate	9 th March 2015	
Council Approved	9 th March 2015	
Review date	February 2016 or on change of legislation	