

HOLBROOK PARISH COUNCIL – BUSINESS CONTINUITY PLAN

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 Parish Council, it is Holbrook 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 the Council's area of responsibility.

CORE FUNCTIONS OF HOLBROOK PARISH COUNCIL

- Website, notice boards, Parish Papers to share information and the use of other social media to communicate important and relevant matters
- Provision of signs, salt bins, benches, street lighting and waste bins
- Maintenance of Bus Shelters
- Street Cleansing via the Community Caretaker
- Acting as a consultee on planning applications to represent the best interests of the Parish
- Managing the finances of the Council and using the precept for the benefit of the community
- To notify other relevant authorities about other maintenance issues and to follow up reports where necessary
- Maintenance of the Reade Field, the community playground and fitness equipment
- Provision of fitness classes
- Provision of a speed detector device and support of the Community Speedwatch Group
- Support of the P3 group who maintain footpaths within the Parish
- Organisation and support of the Community Self Help Group to carry out minor maintenance within the Parish
- Maintenance of Common Land
- Neighbourhood Plan
- Supporting, via small grants, other organisations within the Parish for the benefit of the Parishioners
- Promoting biodiversity
- Tree husbandry

POTENTIAL CAUSES OF DISRUPTION

- Fire
- Flooding
- Extreme weather conditions such as hurricanes, severe snow
- Terrorism
- Vandalism
- Pandemic
- Loss of key personnel

EVENT	STEPS TO MINIMISE DISRUPTION	IMMEDIATE ACTION	CONTINUITY
Loss of Clerk due illness, incapacity, resignation or dismissal or serious injury whilst carrying out council duties	<ul style="list-style-type: none"> • Ensure key tasks are up to date • Documentation of ongoing tasks and schedules kept up to date and accessible • Access to logins and passwords are available. • Up to date & comprehensive handover notes available • Ensure health & Safety policy and procedures are up to date and implemented 	<ul style="list-style-type: none"> • Inform Chairman and/or Vice Chairman • Seek help from SALC and/or other local clerks 	<ul style="list-style-type: none"> ▪ Hire locum clerk temporarily ▪ Recruit new clerk ▪ Review procedures to ensure continuity in the future
Loss of councillors due to multiple resignations, insufficient candidates, etc., resulting in the council becoming inquorate	<ul style="list-style-type: none"> • Co-opt councillors as soon as possible when vacancy occurs • Good management of council meetings • Effective PR to encourage new councillors 	<ul style="list-style-type: none"> • Inform all councillors, including District & County Councillors • Inform Babergh Monitoring Officer 	<ul style="list-style-type: none"> • District Council to determine immediate working strategy for Council business • By-election or co-option procedure for immediate recruitment • Review recruitment
Loss of council documentation, due to fire, flood, etc.	<ul style="list-style-type: none"> • All documents backed up regularly • Original signed documents kept in metal cabinet • All minutes and key documents are on website 	<ul style="list-style-type: none"> • Clerk to ensure effective filing and indexing system to enable easy retrieval 	<ul style="list-style-type: none"> • Review procedures and risk assessments • Consider cloud storage
Loss of Council equipment or electronic data due to theft, fault or breakdown	<ul style="list-style-type: none"> • Information security policy in place to ensure no council data is stored on personal devices • Appropriate insurance in place to cover loss of equipment 	<ul style="list-style-type: none"> • Clerk to inform Chair or Vice chair • Report to Police and Insurers. • If a personal data breach has occurred ICO to be informed and follow GDPR guidance on data breaches 	<ul style="list-style-type: none"> • Replace equipment • Review security arrangements
Damage to Council owned property and grounds	<ul style="list-style-type: none"> • Appropriate insurance in place to cover loss or damage • Complete risk assessments 	<ul style="list-style-type: none"> • Clerk to inform Chair or Vice chair • Clerk to inform Insurers. • Clerk to inform third parties using this facility. 	<ul style="list-style-type: none"> • Review procedures to ensure improvements • Review risk assessments
Local/National disaster	<ul style="list-style-type: none"> • Maintain up to date risk assessments of all parish council property/liabilities. • Maintain up to date list of emergency contacts. • Awareness of NLCC/SLCC, SCC & DC Disaster Planning and key contacts. 	<ul style="list-style-type: none"> • Contact relevant emergency services if appropriate. • All members to be informed. • Use social media to keep parishioners informed. • Clerk to inform third parties using this facility. • Call Extra-ordinary Meeting of Council to discuss position and any necessary action. 	<ul style="list-style-type: none"> • Review procedures to ensure improvements • Review risk assessments