FRENSHAM PARISH COUNCIL

BUSINESS CONTINUITY PLAN

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| **Document Change Record** | | |
| **Date** | **Version/Amendments** | **Council Minute Number** |
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| **October 2020** | **V2.** | **59/20 (h)** |
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| **December 2022** | **V4.** | **69/22 (c)** |
| **September 2023** | **V5.** | **64/23 (f)** |

1. **Introduction**

Frensham Parish Council has recognised 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 Frensham Parish Council’s area of responsibility.

1. **Core Business of Frensham Parish Council**

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

* Website, notice boards, newsletter information and the use of other social media to communicate important and relevant matters
* Parks and Opens Spaces including one play area
* Benches
* Waste bins in the play areas
* The Parish Room
* War Memorial
* Issuing of grants twice a year
* Lengthsman works – the Lengthsman is funded by SCC
* Acting as a statutory consultee on planning applications
* Managing the finances of the Council and using the precept for the benefit of the community
* Liaising with the Borough and County Councils and other partner organisations on issues that affect the parish

1. **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) Cllrs by any reason which leaves the Council inquorate

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| **Item No.** | **Event** | **Minimise Impact** | **Immediate Action** | **Continuity** | **Longer Term** |
| 1 | Loss of Clerk due to death, sudden/ long term illness, incapacity or resignation | a) Ensure staffing team are aware of their responsibilities.    b) Ensure business applications program is up to date and all key tasks are listed.  c) Access to log ins and passwords are available via the Chair/Vice Chair (to be kept locked in filing cabinet)  extraordinary meeting to confirm appointment of temporary cover, recruitment is started as appropriate for event. | Chairman and Vice-Chairman to be informed.  Chairman to Inform Council. | 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 of all members of staff. | Written procedures are in place for tasks such as Planning Committee, play area risk assessments, website, agenda and minutes, Basic finances. | Clerk/Chair to be informed who will report to the Council.    Clerk/Chair to inform the insurance company.  Clerk/Chair to inform HSE if necessary. | Seek temporary help.  Start recruitment procedures to seek replacement. | Review procedures to ensure improvements. |
| **Item No.** | **Event** | **Minimise Impact** | **Immediate Action** | **Continuity** | **Longer Term** |
| 2 | Loss of Cllrs due to multiple resignations (causing Council to be inquorate). | Co-option of Cllrs who may be in reserve. | Clerk to inform remaining Cllrs and employees of the Council.  Clerk to inform the Returning Officer at Waverley Borough Council | Waverley Borough Council 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 Cllrs. |
| 3 | Loss of Council documents due to fire, flood or other causes. | Scan important documents and store on computer.  Provide secure  storage of paper documents. | Clerk to inform Council and insurance company if necessary. | Use alternative premises for meetings. | Review risk assessment. |
|  | Loss of Council electronic data due to fire, fault or breakdown. | There are 1 back-up cartridges plus onedrive.    material. | Clerk to inform Council and Insurance company if necessary. | Instigate use of stored material. | Review procedures to ensure procedures are in place and to research improvements to the system. |

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| **Item No.** | **Event** | **Minimise Impact** | **Immediate Action** | **Continuity** | **Longer Term** |
|  | Loss of Council equipment due to theft, fault or breakdown. | Back up data to the server.    Clerk has Council laptop at her home. | Report theft to police and insurance company.  Decide on immediate replacement. | Replace in accordance with current financial regulations. | Review procedures to ensure improvements and security. |
|  | Damage to Parish office. | Maintain adequate insurance cover.  Carry out fire  risk assessment. | Clerk to inform insurance company. | Use alternative premises for meetings.  Change door password | Review risk assessment. |
|  | Damage to meeting place – Parish room. | Maintain adequate insurance cover.  Carry out fire  risk assessment. | Clerk to inform insurance company. | Use alternative premises for administrative work or admin team to work from home.  Change door password | Review risk assessment. |
| 4 | Staff unable to get to work due to adverse weather conditions. | The Clerk keeps the council’s laptop at home.    All staff have contact details for each other. | Clerk to update the website to advise residents that the parish office may be closed.    Clerk to advise the Chairman of the situation. | Clerk to carry out any urgent work. | Review procedures to ensure improvements. |

1. **Important documents to be scanned**

Important documents to be scanned and stored in a secure location on the server include:

* Staff contact details
* Staff next of kin details
* External contacts – including the accountants and auditors details
* Land registry documents
* Leases/tenancy agreements
* Bank account details