

CROMFORD PARISH COUNCIL BUSINESS CONTINUITY PLAN

1. SCOPE

- 1.1 The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of disruption.
- 1.2 Whilst this is not a statutory duty for a Parish Council, it is Cromford Parish Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruption to the day to day running of the Council. This plan identifies the instances of disruption, the immediate response, 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.
- 1.3 The Plan provides the framework in the order for the Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed of necessary changes to service delivery.

Distribution list

Parish Clerk

Councillors

Chair of Parish Council

2. STORAGE OF BUSINESS CONTINUITY PLAN

- 2.1 A hard copy of the BCP can be found with the Chair of the Council and in the clerk's filing cabinet.
- 2.2 The electronic version of this BCP is located in the Clerk's Dropbox and all Councillors hold a copy in their emails.

3. CORE BUSINESS OF THE COUNCIL

- 3.1 The council provides a local parish council service to its electorate which includes the provision of:-
 - a) Website and noticeboard information
 - b) Bus shelters, noticeboards, flower planters
 - c) Managing the finances of Cromford Parish Council and using the Precept for the benefit of the community
- 3.2 Other assets include:
 - a) Christmas Lights,
 - b) Speedwatch equipment,
 - c) Snow Warden equipment and grit bins
- 3.3 Risks – which could invoke the Continuity Plan
 - a) National disasters
 - b) weather related problems, ie flood, fire

- c) Air crash
 - d) Highly contagious disease (Epidemic/Pandemic)
- 3.4 Failures
- a) Equipment
 - b) Services
- 3.5 Losses
- a) Staff/Councillor through resignation
 - b) Staff/Councillor through death
 - c) Staff/Councillor through short-term injury/sickness
 - d) Staff/Councillor through long-term injury/sickness
 - e) Staff/Councillors through death or serious injury whilst working for the Council
 - f) Equipment theft, breakage or major damage
 - g) Loss of Council record through theft, fire or corruption of files
- 3.6 The Clerk is the first point of contact for all emergencies and business continuity actions. The Clerk will implement all business continuity actions where possible.
- 3.7 If the clerk is not available and urgent action is required the Parish Chair or Parish Vice Chair.

Council Contacts: 07545704384

Clerk - Clerk@cromfordparishcouncil.org.uk

Footpath Warden – 07870748329

Councillor Contact Details

Cromford			
Matthew Birch		07967 237613	matthewbirch30@gmail.com
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Russ Boyack		01629 823111	russ_boyack@btinternet.com
Phil Curzon		07721453695	Philipcurzon@outlook.com
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Caroline Gould		07501275125	smithcavendish120@btinternet.com
Ian Page		07956447886	ianpage883@gmail.com
Richard Walsh		01629 822353	walsh.homesford@hotmail.co.uk

3.8 Emergency Contact Details

Name	Address	Contact details
Street furniture Broken/Dangerous	Clerk	07545704384 clerk@cromfordparishcouncil.org.uk
Roads, pavement, street signs, fallen trees, street lights	Derbyshire County Council	01629 533190 'Report it' function on DCC website
Waste disposal/fly tipping	Derbyshire Dales District Council	01629 761100

Death of an employee whilst on Council business	Health & Safety Executive	0345 300 9923. Or email via www.hse.gov.uk
Water emergencies	Severn Trent Severn Trent, PO Box,407 Darlington DL1 9WD	0800 783 4444
Electrical emergencies	Western Power	0800 6783 105 or call 105 (365/7days) General enquiries 0800 096 3080
Gas emergencies	Cadent	0800 111 999
Reports of crime or emergency	Derbyshire Police	999
Emergency services – Fire, Police, Ambulance		999
Insurance Company – queries	Zurich The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.	Direct: 012436 832116
Insurance Company – Claims	Zurich	0800 232 1901
Environment Agency	National Customer Contact Centre PO Box 544 Rotherham S60 1BY	03708 506 506 Email: enquiries@environment-agency.gov.uk

4. LOSS OF STAFF

- a) Ensure a management structure is maintained
- b) For long term staff absence, arrange a temporary handover of key tasks to a locum Clerk
- c) All non-essential meetings involving staff should be cancelled
- d) Ensure partner services/ organisations / residents are made aware the service is short staffed and therefore delivery may be reduced.

5. LOSS OF COUNCILLORS

- a) Temporary absence of Chair to be covered by Vice Chair.
- b) Permanent Loss of Chair to trigger an election for the position at the next Full Council meeting
- c) If a meeting is not quorate it is to be recorded and signed by the Chair of the Council/ Committee
- d) Substitutes nominated at the May APCM to be used where possible.

6. LOSS OF TECHNOLOGY/COMPUTERS/SOFTWARE

- a) Assess the situation and identify the likely length of network outage or system downtime
- b) Identify a suitable manual work around

- c) Identify alternative means of communication to inform partner services / organisations / customers and Councillors of the problem and identified solutions

7. LOSS OF KEY EQUIPMENT

- a) Identify whether loss is temporary or permanent. If temporary, ascertain likely length of time
- b) Consider bringing in equipment from alternative suppliers. Consider how long this will take and initiate early enough to meet recovery time objectives for critical functions
- c) Consider other methods of delivering functions/workarounds

8. RECOVERY

8.1 The recovery phase should address the following:

- a) Returning to normality
- b) Organizing a debrief
- c) Identifying lessons
- d) Incorporating lessons identified into the Business Continuity Plan
- e) Communication with partners, suppliers, and residents.

9. REVIEW

9.1 This policy to be reviewed every four year term or earlier if there are any material changes.

The table below identifies risks to the Council, how that risk is mitigated and a business recovery timeline

Timeline	Mitigation	24 Hours	Within 7 Days	Within 1 Month	Within 3 Months
Recovery Steps → Event ↓	Plan to minimise impact	Immediate Response & Actions	Parish Council Response	BUSINESS CONTINUITY Rebuild Confidence	
Loss of Clerk in the short-term due to illness.	Training of Councillors in key tasks. Access to logins and passwords is available Template of minutes to be held by Chair.	Clerk to Inform Chair Chair to contact DALC if Locum is needed for a meeting. Or Councillor to take minutes if a Locum is unavailable.	Clerk to complete minutes if required and resume work at earliest convenience.		
Loss of Clerk or due to sudden/long term illness, incapacity or death, resignation, or dismissal	Training of Councillors in key tasks. Access to logins and passwords is available	Clerk to Inform Chair if possible. Inform members of the Staffing Committee	DALC to be contacted to find a Locum Clerk to provide cover in short term. Locum to be given envelope held by the Chair Council to decide on temporary cover strategy	Provide replacement and or begin recruitment procedures. DALC recruitment procedures to be followed. Procedures available through the DALC portal. 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. As above	Inform Clerk and Chairman who will report to the Staffing Committee/ Full Council Clerk to inform insurance company. Inform HSE (if req'd.)	Clerk to advise on temporary cover strategy and response to HSE (if req'd) and insurance company.	Provide replacement and/or begin recruitment procedures. DALC recruitment procedures to be followed. Procedures available through the DALC portal. Council to review position and procedure for improvements
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Recovery Steps → Event ↓	Plan to minimise impact	Immediate Response & Actions	Parish Council Response	BUSINESS CONTINUITY Rebuild Confidence	
Loss of Councillors due to multiple resignations (causing Council to be inquorate)	Co-option of Councillors	Clerk to Inform all remaining members of Council and employees. Clerk to inform DDDC Returning Officer	DDDC will confirm temporary working strategy for immediate Council business		
Loss of staff members due to resignation or dismissal	Action to be take as soon as possible, regular communication with staff.	Clerk to inform Chair. Report to Staffing Committee to advise on temporary cover.		Provide replacement and/or begin recruitment procedures. DALC recruitment procedures to be followed. Procedures available through the DALC portal. Council to review position and procedure for improvements	

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Recovery Steps → Event ↓	Plan to minimise impact	Immediate Response & Actions	Parish Council Response	BUSINESS CONTINUITY Rebuild Confidence	
Loss of Council documents due to fire	CLOUD storage. Scan or photocopy key documents into shared drives	Clerk to inform Chair and Inform insurance company.	Council to review position	Report incident to Full Council Meeting	
Loss of Council electronic data due to fire, flood, breakdown, or theft	CLOUD storage. Ensure regular backups are carried out.	Clerk to inform Chair Clerk to inform Information Commissioner (ICO) if personal data has been compromised	Install backup files on temporary equipment	Report incident to Full Council Meeting. Provide replacement equipment	Council to review position and procedure for improvements
Loss of Council equipment due to theft or breakdown	Ensure regular backups are carried out.	Inform Clerk and Chair. Report theft to police and insurers and ICO if necessary	Replace in line with current financial regulations	Report incident to Full Council Meeting. Approve replacements.	Council to review position and procedure for improvements
Major Incident	Refer to DDDC or DCC guidance on Major Incident Protocols	Inform all members of Council/Clerk/ Employees Contact with relevant emergency services if appropriate	Advise community via notices, website, email of the issue and impact on facilities.	Chair to call extraordinary meeting if deemed necessary.	Council to review position and procedure for improvements

Timeline	Mitigation	24 Hours	Within 7 Days	Within 1 Month	Within 3 Months
Recovery Steps → Event ↓	Plan to minimise impact	Immediate Response & Actions	Parish Council Response	BUSINESS CONTINUITY Rebuild Confidence	
Financial loss	Risks assessed in line with Council Financial Risk Management Policy review annually.	Refer to Financial Risk Management Policy	Refer to Risk assessment and Management policy	Refer to Risk assessment and Management policy	Refer to Risk assessment and Management policy