OXSPRING PARISH COUNCIL

BUSINESS CONTINUITY PLAN

Version 1.0   Adopted:

Review: The effectiveness of the Plan will be monitored and reviewed
on a regular basis.

1.   Introduction

Oxspring Parish Council (OPC) 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 possible instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures.

2.   Core Business of Oxspring Parish Council

2.1   The Council provides local services to its electorate which include the following:

- Provision of a website, notice boards, newsletter information and the use of other social media to communicate important and relevant matters.

- Public Open Space maintenance (including all parish owned land) (locations listed in the Asset Register)

- Maintenance of street furniture (locations listed in the Asset Register)

- Provisions of speed indicator signs – permanent (locations listed in the Asset Register)

- Maintenance of all vegetation and trees on Parish owned land

- 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 Council and other partner organisations on issues that affect the parish

3.0 Potential causes of disruption and actions to allow the Council's Business to continue:

Item	Event	Minimise Impact	Immediate Action	Continuity
3.1	Loss of Clerk due to death, sudden/long term illness, incapacity or resignation	Ensure logins and passwords are available to the Chairman Key information & documents regularly shared with Councillors, and key documents are on the website: agendas, minutes, policies, accounts.	Chairman to inform Council and allocate essential tasks appropriately for business to continue Parish Council laptop and files can be obtained from the Clerks home office.	Seek and employ permanent Clerk Recruit temporary replacement
3.2	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 Clerk to inform Returning Officer at BMBC	Returning Officer to advise on temporary working strategy for Council business to be maintained followed by the instigation of a by-election or co-option procedure. Borough Councillors can attend PC meeting to enable the PC to be quorate.
3.3	Loss of Council documents due to fire, flood or other causes Council documents are at the Clerk/RFO's home office	Scan important documents and store on computer. Regular back up of computer files in the OneDrive 'Cloud' Pertinent documents regularly shared with Councillors and available on the PC website & therefore available in more than 1 place.	Clerk to inform Council and insurance company if necessary	Council to discuss at next appropriate meeting.

Item	Event	Minimise Impact	Immediate Action	Continuity
3.4	Loss of Council equipment due to theft, fault or breakdown at Clerk/RFO home/office	Regular back up of computer files with copies being held in the OneDrive 'Cloud' Also see 3.4	Report theft to police and insurance company Council to decide on immediate replacement.	Replace in accordance with financial regulations and budget
3.5	Major Incident	Inform all Councillors and relevant contractors. Contact with relevant emergency services if appropriate	Advise community via notices, website, email of the issue and impact on facilities	Call Extraordinary Meeting if deemed necessary
3.6	Damage to meeting place		Use alternative venue for meetings	Alternative venue
3.7	Damage to Parish Council owned property and grounds	Appropriate insurance cover in place to cover loss or damage Complete risk assessments	Clerk to inform Chair or Vice Chair Clerk to inform insurers	Make insurance claim

4. Important documents to be stored:

- External contracts details
- Internal & External Auditors details
- Land registry documents, all originals held with solicitor
- Bank account details
- Key customers/suppliers list
- IT and banking log in details
- Insurers details
- List of website passwords (incl HMRC, YLCA, SLCC)
- Allotment register
- Hanging basket sponsor register
- Back up of all the Clerk/RFO computer files
- List of key dates