

## BUSINESS CONTINUITY PLAN

Name: Draughton Parish Council

Address: The Pines, Draughton, BD23 6DU

Contact telephone no:01756 722395

Business Continuity Management is:

A planning process for all businesses and local authorities, small or large, to help reduce the impacts caused by disruptions and emergencies that can threaten its survival.

This document is the Council's record of information and actions the Council would take to help prepare for emergencies or serious business disruptions to enable the council to recover as quickly as possible afterwards. A copy of this Plan (plus passwords etc – see below) is kept by the Clerk, and also be the Chairman and Vice Chairman (and handed over as necessary when these office-holders change).

This Business Continuity Plan is the property of:	Draughton Parish Council
Adopted by Draughton Parish Council	12 December 2022
To be reviewed	Annually

### PLANNING ACTIONS

Loss or disruption to the Council:		
Loss	Disruption	Action
Staff	Clerk off work due to sickness	Temporary/Locum clerk (from YLCA or SLCC lists – see contacts below) employed for periods of long-term sick.
	Threat of sickness (widespread virus)	Clerk works from home; meetings held online
	Workstation	A workstation risk assessment is completed for home working by the employee
	Clerk resigns without notice, or otherwise abruptly leaves/dies/is unable to carry on working in unforeseen circumstances	Chairman and Vice Chairman have access to shared (cloud-based) back up folders. Shared folders include list of contacts eg maintenance contractor, website designer, insurers, and passwords to websites for services eg highways portal, as well as doc folders with recruitment information and templates. Chmn + V-chmn also hold sealed envelopes with passwords to access computer, banking and internet passwords. 2 other councillors act as signatories on council bank account.  If clerk's home office is accessible,

		<p>chmn to remove and take over council equipment, including computer, printer and files on short term basis, pending recruitment of locum clerk or replacement clerk.</p> <p>YLCA to be immediately informed of council's situation and to provide advice on recruitment - aim to employ a qualified clerk or someone who will work towards CiLCA qualification. Support from YLCA for local council sector advice.</p>
IT (inc website, emails) and Data	<p>IT systems damaged irrecoverably, and backups have not worked, affecting data storage</p> <p>Email accounts are inaccessible</p> <p>Website crashes</p>	<p>Information is saved on a cloud as well as on IT equipment and hard drive backups</p> <p>Emails also held on web-based account (password protected). Microworld maintenance contractors and website designer/specialist contacted for immediate help</p>
Building(s) staff work from	Inability to access the Council office (Clerk's home) due to fire, flood, or other disaster	Clerk works with remote access to emails and shared files – password protected
Suppliers	Companies cease trading	New suppliers are found
Funding	Loss of income if key grant funding sources lost	Clerk works on applications for replacement sources of funding; project payments made from precept monies in short term
Equipment	<p>Photocopier ceases to work.</p> <p>Computer breaks down</p>	<p>Work is emailed/scanned/loaded on stick and printed elsewhere</p> <p>The maintenance contractor is called out to repair remotely or remove and repair or replace.</p>

## EMERGENCY CONTACTS

Listed here are the details of Key Persons that the Council may need to contact to make it aware of an emergency or serious business disruption.

Name	Work	Home	Mobile	Personal Email
Chair	<b>01535 292765</b>	01756 711238	07977050209	Rachel.haynholme@googlemail.com
Clerk	01756 711305	01756 711305	07813853238	janecmarkham@gmail.com
Vice Chair	0345 034 3444			Toby Coupe <tcoupe@kingschambers.com>
RFO				
Other staff				

## OTHER USEFUL TELEPHONE NUMBERS

Organisation	Contact Name	Contact Details
YLCA	<b>Sheena Spence/Joy Morgan</b>	01937 228602  Website: <a href="http://www.yorkshirelca.gov.uk">www.yorkshirelca.gov.uk</a>  <b>YLCA Admin</b> <admin@yorkshirelca.gov.uk>
SLCC	<b>Rob Smith/ Roxanne Langdon</b>	Tel: 01823 253646 Web: www.slcc.co.uk <b>SLCC Membership</b> <membership@slcc.co.uk>

## RECOVERY ACTIONS

### RECOVERY OF ESSENTIAL BUSINESS RECORDS

Business Records	How will you recover the records? Identify any alternative measures in place
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Computer records / data and location	Back-up records held and accessed from an alternative location. Back-up records are held on the 'cloud' and can be accessed remotely.  Support available from maintenance company on contract.
Financial Records	A copy of the backed-up finance records is saved on the Council's 'cloud' storage system
Critical paper records /information and location	Deeds and such are stored securely by Clerk in home office; copies of key documents are accessible via cloud storage system
Passwords	A record of all passwords to equipment and the building are kept by Chairman and Vice-Chairman.

A Copy of essential information, including this Business Continuity Plan, is held by the Chair and Clerk of the Council at their home address. No other Councillor or member of staff has access to this information.

#### **RECOVERY - KEY EQUIPMENT NEEDED**

Listed here are the essential equipment the council may need to replace if lost, or if the council had to move to an alternative site

Essential Equipment – computer
Critical IT records and Data – including personnel records (inc pension and HMRC data)
Computer software

#### **RECOVERY ACTIONS**

Recovery Actions
Advise all Councillors
Activation of Business Continuity Plan
Inform and allocate actions
Inform key personnel and provide a recovery timescale
Activate alternative suppliers, equipment as necessary
Review diary and commitments
Advise insurance provider if necessary

## RECOVERY LOG

Below is a record of all the events, actions, and decisions the Clerk/Chairman of the Council has taken.

Date/Time	Action	Action By	Complete

### Additional Notes

**Adopted by Council:**

**Review date: Annual Meeting**

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