Fordham Parish Council.
Clerk – Mrs. C.M. Standley
Email – Christine.standley@fordhamparish.org.uk
01638 721716
Chairman – Mr P Rampley

Fordham Parish Council

Business continuity plan

Fordham Parish Council Business Continuity Plan

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 critical functions/assistance in the event of a disruption. Whilst this is not a statutory duty for Town or Parish Council, it is this Parish Council's intention to recognise the importance to maintain a Business Continuity Plan for potential disruptions.

This plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed as necessary changes to service delivery, where such services are disrupted by factors within Fordham Parish Council's area of responsibility.

Core Business of the Parish Council

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

- Website and noticeboard information
- Provision of recreation ground, all weather court and children's play area
- Allotments
- Signs, benches, dog bins, waste bins (supplementary to ECDC waste bins), street lighting (parts of the village only)
- Village hall facilities (run through Victoria Hall Institute Charity No: 300386)

Date Adopted: ……..

Signed: …….

Print Name: ……..

Policy to be reviewed on: …….

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Timeline

Timeline	Mitigation	24 hours	Within 7 days	Within 1 month	Within 3 months
Event / recovery steps	**Plan to minimise impact**	**Immediate response & actions**	**Response as required by Parish council standard operating procedures (SOP)**	**Business continuity rebuild confidence**	
Loss of Clerk due to sudden/longer term illness, incapacity or death	Notes to be made for completion of key tasks including log ins and passwords.	Chairman to be informed. Provide replacement and/or begin recruitment procedures.	Full council to decide on temporary cover strategy		Provide replacement and/or begin recruitment procedures. 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.	Inform Clerk/Chairman who will report to the Employment Committee - as above. Clerk/Chairman to advise on temporary cover strategy and response to HSE, if necessary, and insurance company. Clerk/chairman to inform HSE if necessary.	Clerk/Chairman to advise on temporary cover strategy and response to HSE, if necessary, and insurance company.		Provide replacement and/or begin recruitment procedures. Council to review position and procedures for improvements.

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Loss of Council membership due to multiple resignations (causing Council to be inquorate)	Co-option of coincillors	Clerk to inform all remaining members and employees of Council. Clerk to inform ECDC's returning officer.	ECDC to decide on temporary working strategy for immediate Council business.		ECDC to instigate by-election/co-option procedure. Council to review position and procedures for improvements.
Loss of staff members due to resignation or dismissal	Contact CAPALC/ECDC for provision of support staff	Clerk to inform chairman. Report to HR Committee and advise on temporary cover			Provide replacement and/or begin recruitment process. Council to review position and procedure for improvements.
Loss of council documents due to fire	CLOUD storage	Clerk to inform chairman. Inform insurance company	Council to review position	Report incident to full council meeting	Council to review position and procedures for improvements
Loss of council electronic data due to fire, flood, breakdown or theft	CLOUD storage	Clerk to inform chairman	Install backup files on portable hard drive	Report incident to full council meeting. Provide replacement equipment	Council to review position and procedures for improvements.
Loss of council equipment due to theft or breakdown	Back up laptop. CLOUD storage	Inform chairman. Report theft to police and insurance company. Decide on immediate replacement.	Replace in line with current financial regulations	Report incident to full council meeting. Provide replacement equipment	Council to review position and procedures for improvements.

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Major incident	Refer to emergency plan policy				
Financial loss	Risks assessed in line with Council Policy adopted ****** and subject to annual review	Refer to Risk Management Policy – adopted ***	Refer to Risk Management Policy – adopted ****	Refer to Risk Managemen t Policy – adopted ***	Refer to Risk Management Policy – adopted ***

Document history:

Status	**Date**	**Version**
Drafted by Kelli Pettitt, councillor	October 2021	1.0
Draft to council for debate	March 2023	
Council approved	***	
Review date		