

Disaster Recovery/Business Continuity Plan

Adopted December 2020

SCOPE

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 functions/services in the event of a disruption by whatever cause. Whilst this is not a statutory duty for a Parish Council, it is Hartshill Parish Council's intention to recognise 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 the Council's area of responsibility.

Core Business of Hartshill Parish Council

- The Council provides local services to its electorate which includes the provision of:
- Website, notice board, newsletter information and the use of other social media to communicate important and relevant matters
- Signs, benches and waste bins
- Buildings – Hartshill Community Centre, Snowhill Pavillion
- Cemeteries – Hartshill Cemetery
- Maintenance of 'The Green' & Hartshill Recreation Ground (Snowhill)
- Acting as a consultee on planning applications to represent the best interests of the village
- Managing the finances of the Council and using the precept for the benefit of the community
- Liaising with North Warwickshire County & North Warwickshire Borough Council and other partner organisations on issues that affect the town

Potential causes of disruption:

Damage caused by

- Storm, tempest, flood and snow
- Fire
- Terrorism
- Air crash

Failures to

- Equipment
- Public services

Losses of

- Staff through death, illness or injury or resignation, whilst on or off Council duty
- Councillors by any reason which leaves the Council inquorate

EVENT	MINIMISE IMPACT	IMMEDIATE ACTION	CONTINUITY	LONG TERM
Loss of Clerk due to death, sudden/ longer term illness, incapacity or resignation	Ensure staffing team are aware of their responsibilities Ensure rolling program is up to date and all key tasks are listed Access to log ins and passwords is available	Chairman and Vice Chairman to be informed. Chairman to inform Council. Call extraordinary meeting to confirm appointment of temporary cover	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 with regard to H & S certification	Clerk to be informed who will report to the Council. Clerk to inform the insurance company. Clerk to inform HSE if necessary	Seek temporary help. Start recruitment procedures to seek replacements.	Review procedures to ensure improvements.
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 & employees of the Council. Clerk to inform CC's Returning Officer.	CC 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 Councillors
Loss of Council documents due to fire, flood or other causes	Scan or photocopy documents and keep in separate secure place Provide secure storage of paper documents.	Clerk to inform Council and insurance company if necessary	Council to discuss at next meeting.	Review procedures to ensure improvements and security.

Loss of Council electronic data due to fire, fault or breakdown	Ensure the regular backup is carried out by use of separate drives kept remotely	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 system
Loss of Council equipment due to theft, fault or breakdown	Back up laptop to server.	Report theft to police and insurance company. Decide on immediate replacement.	Replace in accordance with current financial regulations.	Review procedures to ensure improvements.
Damage to Parish Office	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.	Review risk assessment
Damage to meeting place – Friends Meeting House	Hold meeting at Community Centre	Clerk to inform Council of change of venue	Use alternative venue for future meetings	Review procedures to ensure minimal disruption.
Loss of Ground Maintenance equipment due to theft, fault or breakdown	Maintain adequate insurance cover. Ensure regular maintenance carried out.	Report theft to police and insurance company. Report loss to insurance company	Arrange hire of equipment. Arrange purchase of new equipment within current financial regulations.	Review risk assessment and security of equipment and maintenance schedule
Local Disaster	Maintain adequate insurance cover. Have CEP in place and available. (CEP – Capacity Emergency & Post – Emergency Management & Preparedness)	Contact emergency services. Activate CEP.	Call extraordinary meeting to discuss if any action required.	Review risk assessment and CEP



Other Information:

- Keyholders assigned to hold keys to Parish Office (Councillor Roberts)
- Safecode to be held by Chairman
- Bank & Insurance details to be held by assigned member of the Council
- Contact details for Clerk/RFO/Cemetery Manager and their next of kin to be held by Chairman
- Laptop Back up data to be held offsite by the Clerk.

References:

Local Audit & Accountability Act 2014

Accounts & Audit Regulations 2011.

Next Review – 2023