



# St Mewan Parish Council

## Business Continuity Plan<sup>1</sup>

### 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 St Mewan Parish Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions, the immediate responses, the procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.

### Core Business of St Mewan Parish Council

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

- Website, notice boards, newsletter information and the use of other social media to communicate important and relevant matters
- Signs, salt bins, benches, street lighting and waste bins
- Allotments
- Footpaths
- Provision of playing fields and play areas
- Open spaces

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<sup>1</sup> Adopted at Full Council on the 10<sup>th</sup> October 18 Minute No: OC83/18

- Grass maintenance of old and new cemetery
- Bus Shelters
- Sticker Car Park
- Contractors
- Full range of Parish Council services
- Land at Sticker
- Acting as a consultee on planning applications to represent the best interests of the parish
- Managing the finances of the Council and using the precept for the benefit of the community
- Liaising with Cornwall Council and other partnership organisations on issues that affect the parish

St Mewan Parish Council does not operate from an office or have any specific premises necessary for the discharge of its responsibilities.

**Potential causes of disruption:**

**Damage caused by-**

- a) Storm, tempest, flood and snow
- b) Fire
- c) Terrorism
- d) Air crash

**Failure to-**

- a) Equipment
- b) Public Services

**Losses of-**

- a) Staff/Councillors through death, illness or injury or resignation, whilst on or off Council duty
- b) Equipment theft breakage or major damage
- c) Loss of Council records through theft, fire or corruption of files
- d) Councillors by any reason which leaves the Council inquorate

<b>Timeline</b>	<b>Mitigation</b>	<b>24 hours</b>	<b>Within 7 days</b>	<b>Within 1 month</b>	<b>Within 3 months</b>
<b>Recovery</b>	<b>To minimise impact</b>	<b>Immediate response &amp; actions</b>	<b>Response as required by PC operating procedures</b>	<b>Business Continuity to rebuild confidence</b>	
<b>Event</b>					
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 External hard drive	Chairman to be informed.  Chairman to inform all members.	Full Council to decide on temporary cover strategy	Report to Full Council.  Provide replacement and/or begin recruitment procedures	Review position and procedure for improvements
Death or serious injury to member of staff whilst carrying out Council duties	Training of staff in all activities requiring Health & Safety certification	Chairman to inform all members.  Chairman to inform HSE if necessary.	Full Council to decide on temporary cover strategy and response to HSE, if necessary and insurance company	Provide replacement and/or begin recruitment procedures	Review position and procedure for improvements
Loss of Council membership due to multiple resignations (causing Council to be inquorate)	Co- Option of Cllrs	Inform all remaining members of Council/Clerk.  Inform Cornwall Council Monitoring Officer.	Cornwall Council to decide on temporary working strategy for immediate Council business	Instigate bye-election procedure/co-option procedure as advised by Cornwall Council.	Review position and procedure for improvements
Loss of Clerk due to resignation or dismissal	Regular appraisals	Contact CALC for provision of support staff.	Full Council to decide on temporary cover	Process of recruitment or temporary cover.  Provide replacement	Review position and procedure for improvements

<b>Timeline</b>	<b>Mitigation</b>	<b>24 hours</b>	<b>Within 7 days</b>	<b>Within 1 month</b>	<b>Within 3 months</b>
<b>Recovery</b> <b>Event</b>	<b>To minimise impact</b>	<b>Immediate response &amp; actions</b>	<b>Response as required by PC operating procedures</b>	<b>Business Continuity to rebuild confidence</b>	
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.	Review position and procedure for improvements
Loss of Council electronic data, due to fire, flood, breakdown of theft	CLOUD storage	Clerk to inform Chairman.	Install back up files on portable hard drive	Report incident to Full Council.  Provide replacement equipment.	Review position and procedure for improvements
Loss of Council equipment due to theft or breakdown	Back – up Laptop  CLOUD storage	Clerk to 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.  Provide replacement equipment.	Review position and procedure for improvements
Local disaster	Refer to Emergency Plan Policy	Contact emergency services.			
Financial loss	Risk assessed in line with Council Policy adopted 16 <sup>th</sup> May 2018	Refer to Risk Management Policy – adopted 16 <sup>th</sup> May 2018	Refer to Risk Management Policy – adopted 16 <sup>th</sup> May 2018	Refer to Risk Management Policy – adopted 16 <sup>th</sup> May 2018	Refer to Risk Management Policy – adopted 16 <sup>th</sup> May 2018

**Other information:**

- The Clerk is the first point of contact for all emergencies and business continuity actions.
- The Clerk is to implement all business continuity actions with the exception of the “ Clerk” not available actions.
- If the Clerk is not available and urgent action is required the Chair, Vice- Chair or member nominated by the Chair, shall implement all business continuity actions.
- If the Clerk is not available the Chair, or in his/her absence of the Chair, the Vice-Chair, or a member of the Parish Council nominated by the Chair or Vice-Chair shall implement the “Clerk not available” actions.
- The Clerk is home – working

**Review of plan**

The business continuity plan to be reviewed on an annual basis:

- The Clerk to check that all the contact details are current and correct
- St Mewan Parish Council to consider whether the critical activities, key risks and contingency plan are comprehensive and sufficient
- An updated Business Continuity Plan to be given to every member