# Repps with Bastwick Parish Council

Business Continuity Plan

## 1. Introduction

Repps with Bastwick Parish Council (RPC) 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 instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures.

Additionally, RPC may need to deal with additional work should the management by volunteers of their leased land/property fail.

## 2. Core Business of Repps with Bastwick 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
* Maintenance of village benches and flower planters
* Maintenance of the village sign
* The bus stop on the A149
* Waste bins
* Grounds maintenance of the playing field, verges and footpaths
* Grounds maintenance of the grass at the Church of St Peter and St Paul
* The War Memorial
* The BT phone box on Church Road and defibrillator
* 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 and County Councils and other partner organizations on issues that affect the parish

### 2.2 The Council leases and/or maintains the following pieces of land:

* Nicholas Evans-Lombe 1997 Children’s Settlement land for allotments on Church Road
* The triangle of land at the junction of the A149 and Tower Road
* The land by the staithe at Potter Heigham Bridge

## 3. Potential causes of disruption and actions to allow the Councils business to continue:

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| --- | --- | --- | --- | --- |
| 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. | Chairman and Vice-Chairman to be informed.Chairman to inform Council and allocate essential tasks appropriately for business to continue. | Recruit temporary replacement.Seek and employ permanent Clerk. |
| 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. | 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. |
| 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 on to one of two memory sticks, regularly swapped between Clerk and Chairman. | Clerk to inform Council and insurance company if necessary. | Council to discuss at next appropriate meeting. |
| 3.4 | Loss of Council electronic data due to fire, fault, breakdown or hacking. | Regular back-up of computer files on to one of two memory sticks, regularly swapped between Clerk and Chairman. Computer virus protection kept up to date. | Clerk to inform Council and insurance company if necessary. | Keep up to date with IT developments and cyber security. |
| 3.5 | Loss of Council equipment due to theft, fault or breakdown at Clerk/RFO home office. | Regular back-up of computer files on to one of two memory sticks, regularly swapped between Clerk and Chairman. Maintain adequate insurance cover. | Report theft to police and insurance company. Council to decide on immediate replacement. | Replace in accordance with financial regulations and budget. |
| 3.6 | Village Hall Committee dissolves | Store in secure filing cabinet * Constitution
* Land Registry Documents

The Council representative(s) on the Committee should ensure all details of insurance, accounts, minutes etc. are retained and backed up. | The Council representative(s) to inform Council. The Clerk to inform the appropriate insurance company if necessary. The Clerk to inform the bank if appropriate. The Clerk to ensure the land/property is secure from squatters or travelers. | Council to discuss at next appropriate meeting. |

## 4. Important documents to be stored

Important documents stored in a secure location. The nominated secure location is the lockable filing cabinet in the Clerk/RFO’s Office.

* External contacts – including the accountants’ and auditors’ details
* Land registry documents
* Leases/tenancy agreements
* Bank account details
* Community Contact List
* IT and banking log in details
* Insurances
* Back up of all the Clerk/RFO computer files