



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## BUSINESS CONTINUITY PLAN

### 1. POLICY AIM

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. “

The aim of this document is to record Cantley with Branton Parish Council's (the 'Council') important information and actions the Council would take to help the Council in an emergency or serious business disruption and can recover as quickly as possible afterwards.

### 2. POLICY

Planning Actions

Loss or Disruption to the Council		
Loss	Disruption	Action
Staff	Key staff are off work due to sickness	Temporary Staff are employed for periods of long-term sick. All site staff can work at all sites if required to cover. If the Clerk/RFO is off Councillors may take up the duties or alternatively seek help from neighbouring Clerks.
	Threat of Sickness (widespread virus)	Staff are requested to work from home and given the relevant equipment to perform their tasks from home
	Work Station	A work station risk assessment to be completed for home working

	Key staff resign	Recruit through local advertising, newsletter and job sites. YLCA to provide advice on recruitment and aim to employ a qualified clerk or someone who will work towards CiLCA qualification. Support from YLCA for local council sector advice. Contract of Employment to be drawn up before 1 <sup>st</sup> day of employment. A sufficient handover provided wherever possible and to use the SLCC New Clerk Handover Check Sheet Template Form.
	Lack of Elected Councillors	Follow NALC/YLCA/DMBC Guidance on Co-opting Councillors.
IT and Data	IT equipment is damaged irrecoverably, and backups have not worked	Information is saved on the Clerk's laptop and to the cloud.
Building(s) staff and Parish Council work from	Inability to access the Council office or meeting room due to fire, flood or other disaster	Staff can work from home, with access to emails and files – all password protected. The Clerk would need to source another venue to hold the Parish Council meetings ie. school hall, library, neighbouring Parish Council building
Suppliers	Companies cease trading	New suppliers are found
Utilities	Gas, Electric and Water are disconnected	Homeworking commences. The office

		is closed until such time that the utilities are reconnected
Equipment	Printer/Photocopier ceases to work  Fire alarm and Intruder alarm breaks down	Work is emailed/scanned and printed elsewhere.  The maintenance contractor is called out to repair the alarm systems immediately.

### 3. EMERGENCY CONTACTS

Listed below 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	Contacts
Chairman (Michelle Sidebottom)	07795 387927 <a href="mailto:michelle@arrowpublications.co.uk">michelle@arrowpublications.co.uk</a>
Vice Chairman (David Chorlton)	07976654816 <a href="mailto:David.chorlton@doncaster.gov.uk">David.chorlton@doncaster.gov.uk</a>
Clerk (Bev Walton)	07761525584 <a href="mailto:cwbpc@outlook.com">cwbpc@outlook.com</a>

### 4. BUSINESS CONTACTS

Listed below are the Council's key customers and suppliers; they will be contacted in the event of an emergency or serious business disruption

Contract Details	Company	Contact	Telephone Number
Electricity	Northern Power Grid (although our Provider is British Gas)		0800 011 3332
Water	Business Stream (Scottish Water)		
Internet	Origin Broadband		0330 024 17 77
Mobile Phone	O2	<a href="https://www.o2.co.uk/business/contact-us">https://www.o2.co.uk/business/contact-us</a>	

## 5. INSURANCE AND BANK DETAILS

Company	Contact	Email/Telephone	Policy Number
BHIB		<a href="mailto:enquiries@bhibaffinities.co.uk">enquiries@bhibaffinities.co.uk</a> : 0330 013 0036	LCO01651
Natwest	High Street Branch Doncaster	03457114477	Current Account and Reserve Account

## 6. OTHER USEFUL CONTACT DETAILS

Organistaion	Contact Name	Contact Details
YLCA		Suite 16a, Tadcaster Enterprise Park, Station Road, Tadcaster, LS24 9JF Tel: 01937 228602
IT Support		Look in AGAR Ring Binder 2021/2022 under Quotes
Webmaster (Website)	Andy Roberts	07590 445246

## 7. RECOVERY ACTIONS RECOVERY OF ESSENTIAL

Business Records	How will you recover the records? Alternative Measures in Place
Computer records/data and location	Back-up records are held on the 'cloud' and can be accessed remotely
Financial Records	A copy of the backed-up finance records is saved on the Clerk/RFO laptop and backed up to the cloud.
Critical paper records/information and location	Deeds and such are stored e.g. in a cabinet in the Clerk's Office at Kilham Hall and scanned to cloud.

Passwords	A record of all passwords to equipment and the building are kept in on the Clerk's laptop and backed up to the cloud. The Chairman also has a copy of them.
Keys	The clerk has a full set of keys to the building and notice boards. She also holds spare keys which are kept in her desk drawer. Site staff have a set of keys to the building which is their primary place of work.

## 8. RECOVERY OF KEY EQUIPMENT

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

- Critical IT records and data – including personnel records
- Specialist IT equipment
- Computer software (including printing)
- Pension/ HMRC data
- Payments/ wages/ financial information

## 9. RECOVERY ACTIONS

- Advise all councillors
- Activate the continuity plan
- Inform and allocate actions to staff
- Activate alternative suppliers, premises, equipment as required
- Review diary and other commitments
- Advise insurance provider
- Complete recovery log

## 10. IMPLEMENTATION

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

**Dated:** 8<sup>th</sup> September 2021

**Approved:** 3<sup>rd</sup> November 2021

**Review:** November 2024