

# UFFINGTON PARISH COUNCIL

## **BUSINESS CONTINUITY PLAN**

Prepared by	Clerk/Cllr Oldnall
Adopted by Uffington Parish Council on	24 August 2020
Next Review	February 2025

### Record of Review, Amendment and Additions

<b>Detail of Review / Amendment / Addition</b>	<b>Person Completing Review / Amendment / Addition</b>	<b>Reviewed and approved for issue by</b>	<b>Date</b>
Initial Issue	Clerk/Cllr Oldnall	Parish Council	24 August 2020
Review	Clerk/Cllr Oldnall	Parish Council	20 January 2021
Review	Clerk/Cllr Oldnall	Parish Council	13 February 2023

### INTRODUCTION

1. The Civil Contingencies Act 2004 places a duty on a local authority to ensure that it is prepared as far as reasonably practical to continue to provide statutory and important functions and services in the event of a disruption. While it is not a statutory duty for a Parish Council, Uffington Parish Council ('the Council') recognises the importance of producing and maintaining a Business Continuity (BC) Plan which will be implemented in the event of disruption to the day-to-day running of the Council.

2. The most likely events putting BC at risk, as identified in the Risk Register, are:

- a. The long-term loss of availability of the clerk (eg Loss of Clerk due to death, sudden/long term injury, illness, incapacity or resignation).
- b. The failure of or lack of access to the Clerk's IT system.
- c. The loss of Council data and documents.
- d. The loss of councillors due to resignations resulting in the Council becoming inquorate.

3. This plan provides a framework for the Council to carry out the necessary immediate and longer-term actions to prevent or mitigate the severity of potential disruptions in order to maintain BC by continuing to provide as many services as possible. It complements the existing risk mitigation actions and policies in the Council's General Risk Assessment.

## **THE CORE BUSINESS OF THE COUNCIL**

4. The Council's core business is to provide a range of services which includes the provision and, where applicable, maintenance of the following:

- a. Statutory Parish Council services.
- b. Safety of Council owned open spaces, principally:
  - i. The Jubilee Field including the children's play area, multi-use games area, trees and pond.
  - ii. The Burial Ground.
  - iii. The Old School Room housing the Tom Brown's School Museum.
  - iv. Village allotments.
- c. Safety of the Council's other assets.
- d. Responding to external correspondence including planning applications.
- e. The general upkeep and maintenance of the Village including litter picking, watercourse, general and grounds maintenance.
- f. Providing communications to the village including the production and distribution of the weekly news email, the quarterly village magazine (the Courier) as well as the Council website and noticeboard information.
- g. Progressing ongoing projects to time and budget.

Note: This list is approximately in priority order. In the event of disruption, services will be restored and/or maintained in this order as far as possible, subject to the prevailing situation.

## **RELATED DOCUMENTS**

This plan should be read in conjunction with the Council's General Risk Assessment and GDPR and Data Protection Policy which give additional information on specific risks and data protection measures respectively.

**POTENTIAL CAUSES OF DISRUPTION AND BUSINESS CONTINUITY ACTIONS**

5. The table below shows to risk reduction measures in place to minimise the immediate impact should any the events happen, the immediate actions to be taken and the longer term measures required to restore the full capability of the Council.

Item	Risk/Event	Ongoing Risk Reduction Measures	Immediate Actions	Longer-term Actions
5.1	Loss of Clerk due to death, sudden/long term injury, illness, incapacity, or resignation	<ol style="list-style-type: none"> <li>1. Ensure Chair or Vice-Chair has access to:                             <ul style="list-style-type: none"> <li>• bank accounts to make payments.</li> <li>• accounting and payroll software used to maintain accounts.</li> <li>• Clerk’s email for routine correspondence</li> <li>• Documents for reference</li> </ul> </li> <li>2. Password(s) to enable the above held by the Clerk and Chair or Vice Chair.</li> <li>3. Backup data held by Chair or Vice Chair.</li> <li>4. Provide clerk with laptop for Council work. (When implemented)</li> </ol>	<ol style="list-style-type: none"> <li>1. Chair and Vice-Chair informed.</li> <li>2. OCC and VOWHDC and county/district Councillors informed.</li> <li>3. Temporarily re-allocate essential core business tasks (see Paragraph 4) as appropriate and as many others as possible.</li> <li>4. Defer any low priority tasks which cannot be completed routinely.</li> <li>5. Contract RBS, or suitably trained person, to operate account for limited period.</li> <li>6. Seek permission to delay completion of any statutory tasks with deadlines.</li> <li>7. Chair or Vice Chair to retrieve latest backup.</li> <li>8. Chair or Vice Chair to retrieve Clerk’s laptop (when implemented)</li> </ol>	<ol style="list-style-type: none"> <li>1. Recruit, and train, if necessary, temporary replacement.</li> <li>2. Seek, and train, if necessary, a permanent replacement Clerk.</li> <li>3. Take back tasks from councillors.</li> <li>4. Complete any deferred statutory or other tasks.</li> </ol> <p>Note: it is planned to migrate the Clerk to a separate laptop as soon as practically possible.</p>
5.2	Loss of Councillors due to multiple resignations (causing Council to be inquorate)	<ol style="list-style-type: none"> <li>1. Identify any potential candidates who might be approached if necessary.</li> <li>2. Identify any potential volunteers who might</li> </ol>	Approach any potential candidates or volunteers who have been identified in advance.	<ol style="list-style-type: none"> <li>1. Contact Democratic Services to advise on temporary working strategy to enable Council business to continue.</li> <li>2. Initiate election and/or co-option procedure to seek new councillors.</li> </ol>

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Item	Risk/Event	Ongoing Risk Reduction Measures	Immediate Actions	Longer-term Actions
		be approached to become co-opted.		
5.3	Loss of Council paper documents due to fire, flood, or other causes.	<ol style="list-style-type: none"> <li>1. Implement Document Retention Policy.</li> <li>2. Current working documents are held at the Clerk's home with off-site monthly backup.</li> <li>3. Archive documents and records held in the Old Schoolroom.</li> <li>4. Important paper documents scanned and held as electronic copies.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify lost/damaged documents.</li> <li>2. Prioritise efforts to recover most important.</li> <li>3. Clerk to inform Council and insurance company if necessary.</li> </ol>	<p>Council to consider:</p> <ul style="list-style-type: none"> <li>• Use of county archive facility</li> <li>• Need for Museum archive records and documents to be stored in fireproof cabinet.</li> <li>• Important paper records currently held as paper documents scanned and held as electronic copies.</li> </ul>
5.4	Loss of Council electronic data due to fire, fault, breakdown, cyberattack or hacking	<ol style="list-style-type: none"> <li>1. Implement Document Retention Policy.</li> <li>2. Regular backup of computer files (weekly on-site, monthly off-site)</li> <li>3. Computer virus protection to be kept up to date.</li> </ol>	<ol style="list-style-type: none"> <li>1. Clerk to inform Council and insurance company if necessary.</li> <li>2. Clerk to inform County / District Cllrs.</li> </ol>	Identify IT and cyber security developments that might be implemented to reduce risk further (e.g., Cloud Storage).
5.5	Loss of Clerk's computer due to fault, breakdown, fire, or theft.	<ol style="list-style-type: none"> <li>1. Frequent backups to reduce time period during which most recent data on computer will become inaccessible.</li> <li>2. On-site backup to be kept separate from computer.</li> </ol>	<ol style="list-style-type: none"> <li>1. Clerk to inform Council and insurance company if necessary.</li> <li>2. Provide an alternative computer.</li> <li>3. Install accounting software and restore data from latest backup possible.</li> </ol>	Budget for the provision of a replacement (laptop) computer to be used in the event of such loss (paid for by EMR or general reserves).

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Item	Risk/Event	Ongoing Risk Reduction Measures	Immediate Actions	Longer-term Actions
		3. Clerk to secure computer and/or access when not in use.		
5.6	Committee or Trust responsible for managing land/property decides to dissolve.  * Current trusts are the Uffington Museum Trust and The Jubilee Field Trust (dormant)	1. For each Committee or Trust store securely in the OSR: <ul style="list-style-type: none"> <li>- Committee or Trust deed</li> <li>- Land Registry documents</li> <li>- Leases (if applicable)</li> </ul> 2. Ensure the trust or committee Chair is aware of need to back up all details of insurance, accounts, minutes etc and passed to the Council for storage with the other documents.	1. The Council representative(s) to inform Clerk and Council Chair.  2. The Clerk to inform the appropriate insurance company if necessary.  3. The Clerk to ensure the land/property is secure from squatters or travellers	Note: Council to agree way ahead at a future Council meeting including whether deeds should be held by solicitor.
5.7	Damage to Council property that renders it unusable or unsafe	1. Maintain adequate insurance cover where available and appropriate.  2. Carry out regular risk assessments and inspections	1. Property to be made safe and/or restored as soon as possible.  2. Clerk to inform Council if not already aware.  3. Clerk to inform insurance company where appropriate.  4. Clerk to inform Police if necessary.	Review property prior to replacement (if planned) in order to make it more robust if applicable.

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Item	Risk/Event	Ongoing Risk Reduction Measures	Immediate Actions	Longer-term Actions
5.8	Local disaster or event which puts residents or property in danger.  (e.g., weather related problems, fire, flood, snow, and storm damage. Failure of Public Services)	Maintain up to date Emergency Plan (especially contacts with skills and equipment).	<ol style="list-style-type: none"> <li>1. All members of the Council to be informed.</li> <li>2. Council decides whether necessary to activate the Emergency Plan</li> <li>3. County and District emergency teams to be notified (they will tell the utilities if necessary)</li> </ol>	<ol style="list-style-type: none"> <li>1. Activate the Emergency Plan, on instructions of Chair or Vice Chair</li> <li>2. Contact relevant skill and equipment holders as identified in the Emergency Plan (contact details in the Emergency Plan).</li> <li>3. Review the Emergency Plan to incorporate lessons identified.</li> </ol>

6. If the Clerk is a local resident, then the Clerk is the first point of contact in the event of a potential emergency and who will contact all other Councillors. If the Clerk is not a local resident, the Chair and/or Vice Chair of the Council is/are the first points of contact for all emergencies and business continuity actions.

**REVIEW OF PLAN**

7. The business continuity plan will be reviewed by the Council at least every two years or in the event of any major change that necessitates a revision (eg a relevant change to the Risk Register).