

HOLCOMBE ROGUS PARISH COUNCIL BUSINESS CONTINUITY PLAN

Introduction

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 important functions and services in the event of a disruption.

Whilst this is not a statutory duty for a parish council it is the intention of Holcombe Rogus Parish Council (HRPC) 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.

The 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 HRPCs area of responsibility.

Core business of Holcombe Rogus Parish Council

The parish council provides local services to its parishioners which includes the provision of:

- The Mary Fewings Playpark
- Website and maintaining a presence on relevant social media sites
- Managing the finances of HRPC
- Acting as a consultee on planning applications to represent the interests of the parish
- Liaising with Devon County Council (DCC) and Mid Devon District Council (MDDC)
- Maintaining the verges around the village (owned by DCC)
- Maintaining the public footpaths within the Parish
- Two Notice boards
- Weed spraying and strimming within the village

Potential causes of disruption include:

1. Damage caused by
 - a. Extreme weather conditions
 - b. Fire
 - c. Terrorism

- 2. Failures to
 - a. Equipment (breakages, theft)
 - b. Public services
 - c. Property

- 3. Losses of
 - a. Staff (through death, illness, injury or resignation)
 - b. Councillors (by any reason which leaves the Council inquorate)

<u>EVENT</u>	<u>IMPACT MINIMISATION</u>	<u>IMMEDIATE ACTION</u>	<u>CONTINUITY</u>
Loss of Clerk, due to death, illness, incapacity, or resignation/dismissal	<ul style="list-style-type: none"> • Ensure key tasks are up to date, including Minutes • Ensure bank reconciliations are completed monthly • Access to logins and passwords are available to the Chairman • Chairman to be kept informed 	<ul style="list-style-type: none"> • Inform Chairman • Chairman to inform all Councillors and appropriate other agencies ie MDDC • Notice on website and Notice Boards if appropriate 	<ul style="list-style-type: none"> • Recruit temporary replacement/locum. Recruit permanent Clerk • Longer term: Review procedures to ensure minimal impact from loss
Loss of Councillors due to multiple resignations (causing the Council to be inquorate)	<ul style="list-style-type: none"> • Co-option of Councillors 	<ul style="list-style-type: none"> • Clerk to inform remaining Councillors • Clerk to inform MDDC Electoral Service 	<ul style="list-style-type: none"> • MDDC to decide on temporary working strategy for Council business • By-election or co-option procedure to be instigated • Longer term: Parish Council to review procedure for

			recruitment of Councillors.
Loss of Council documents due to fire, flood or other causes	<ul style="list-style-type: none"> • All documents to be stored on icloud • Keep a memory stick updated with the documents 	<ul style="list-style-type: none"> • Clerk to ensure all documents indexed appropriately for easy access • Clerk to ensure HRPC website domain licence is purchased annually 	<ul style="list-style-type: none"> • Review procedures annually to ensure improvements and security
Loss of Council equipment or electronic data due to theft, fault or breakdown	<ul style="list-style-type: none"> • Clerk to keep a memory stick updated • Stored on icloud • Clerk to ensure that no confidential documents or with personal bank details are passed to Councillors with personal devices. 	<ul style="list-style-type: none"> • Clerk to inform Chairman • Report theft to police and Insurers • If a personal breach has occurred ICO to be informed and follow GDPR guidance on data breaches 	<ul style="list-style-type: none"> • Replace equipment • Review security arrangements
Temporary closure of Village Hall where all Council meetings are held	<ul style="list-style-type: none"> • Suitable neighbouring village halls should be identified as possible alternative venues 	<ul style="list-style-type: none"> • Inform all Councillors • Inform residents on Facebook/Notice boards • Find temporary building to hold Council meeting 	<ul style="list-style-type: none"> • Have a list of suitable location to hold meetings