

Business Continuity Plan

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 Town or Parish Council, it is St Ives Town Council's intention 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.

This 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 St Ives Town Council's area of responsibility.

Core Business of St Ives Town Council

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

- Website, notice board, newsletter information and the use of other social media to communicate important and relevant matters
- Parks and Open Spaces including 6 play areas
- Signs, benches, and waste bins
- Closed church yard and cemetery
- Open Cemeteries
- Allotments
- Hanging baskets, flower decorations
- Public toilets
- Financial support of CCTV provision in the town.
- Acting as a consultee on planning applications to represent the best interests of the town
- Managing the finances of the Council and using the precept for the benefit of the community
- Liaising with the District & County Councils and other partner organisations on issues that affect the town

Potential causes of disruption:

Damage caused by-

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

Failures to-

- a) Equipment
- b) Public services

Losses of-

- a) Staff through death, illness or injury or resignation, whilst on or off Council duty
- b) Councillors by any reason which leaves the Council inquorate

Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Loss of clerk due to death, sudden/ longer term illness, incapacity or resignation	a) Ensure staffing team are aware of their responsibilities b) Ensure rolling program is up to date and all key tasks are listed c) Access to log ins and passwords is available	Town Mayor and Chairman of Personnel to be informed Town Mayor to Inform Council Call extraordinary meeting to confirm appointment of temporary cover recruitment is started as appropriate for event	Recruit temporary replacement Seek and employ permanent clerk	Review procedures to ensure minimal impact from loss
a) Death or serious injury to member of staff whilst carrying out Council duties or b)prolonged absence or resignation or dismissal of staff	Having others trained or acquainted with the duties with regard to H & S certification	a) Clerk to be informed who will report to the Council a)Clerk to inform the insurance company a)Clerk to inform HSE if necessary b) Clerk to inform Personnel Cttee	Seek temporary help Start recruitment procedures to seek replacements	Review procedures to ensure improvements
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 & employees of the Council. Clerk to inform HDC's Returning Officer.	HDC to decide on temporary working strategy for Council business to be maintained followed by the instigation of a by election or co-option procedure	Council to review procedures for recruitment of Councillors
Loss of Council documents due to fire, flood or other causes	Scan or photocopy documents and keep in separate secure place Provide secure storage of paper documents	Clerk to inform Council and insurance company if necessary	Council to discuss at next meeting	Review procedures to ensure improvements and security
Loss of Council electronic data due to fire, fault or breakdown	Ensure the regular backup is carried out by use of separate drives kept remotely	Clerk to inform Council and insurance company if necessary	Instigate use of stored material	Review procedures to ensure procedures are in place and to research improvements to system

Loss of Council equipment due to theft, fault or breakdown	Back up laptop to server	Report theft to police and insurance company. Decide on immediate replacement.	Replace in accordance with current financial regulations.	Review procedures to ensure improvements
Damage to Town Hall	Maintain adequate insurance cover Carry out fire risk assessment	Clerk to inform insurance company	Use alternative premises for administrative work or admin team to work from home	Review risk assessment
Damage to meeting place – Council Chamber	Maintain adequate insurance cover Carry out fire risk assessment	Clerk to inform insurance company	Use alternative premises for meetings	Review risk assessment
Loss of Ground Maintenance equipment due to theft, fault or breakdown	Maintain adequate insurance cover Ensure regular maintenance carried out	Report theft to police and insurance company. Report loss to insurance company	Arrange hire of equipment Arrange purchase of new equipment within current financial regulations	Review risk assessment and security of equipment and maintenance schedule

Responsible Officer	Town Clerk	Date effective from	May 2016	Review date	March 2017
Author	Town Clerk	Date last amended	May 2016		