Stoke Gabriel Parish Council Business Continuity Plan

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| **Event** | **Impact minimisation** | **Immediate action** | **Continuity** |
| Loss of Clerk due to death, illness, incapacity or resignation/dismissal | * Ensure key tasks are up to date, including Minutes.
* Access to logins and passwords are available.
* Others trained in key duties.
* Inform Chairman and Vice-Chairman. Chairman/Vice Chairman to inform Council.
* Chairman to notify SHDC.
* Notice on website.
* Notice on parish noticeboards.
 | * Inform Chairman and Vice-Chairman.
* Chairman to inform Council.
* Others trained in key duties.
* Notice on parish noticeboards, SGPC website and social media.
 | * Recruit temporary replacement/locum. Recruit permanent Clerk.
* Longer term: Review procedures to ensure minimal impact from loss.
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| Loss of Councillors due to multiple resignations (causing the Council to be inquorate) | * Co-option of Councillors.
 | * Clerk to inform remaining Councillors
* Clerk to inform SHDC Electoral Service.
 | * SHDC 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.
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| Loss of Council documents due to fire, flood or other causes | * All documents to be stored on cloud service
 | * Clerk to ensure all documents indexed appropriately for easy retrieval.
* Clerk to ensure SGPC website domain licence is purchased annually.
 | * Review procedures annually to ensure improvements and security.
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| Loss of Council equipment or electronic data due to theft, fault or breakdown | * Information security policy in place to ensure no council data is stored on personal devices.
* Appropriate insurance in place to cover loss of equipment
 | * Clerk to inform Chair or Vice chair.
* Report to Police and Insurers.
* If a personal data breach has occurred ICO to be informed and follow GDPR guidance on data breaches
 | * Replace equipment.
* Review security arrangements
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| Damage to SGPC owned property and grounds | * Appropriate insurance in place to cover loss or damage.
* Complete risk assessments
 | * Clerk to inform Chair or Vice chair.
* Clerk to inform Insurers.
* Clerk to inform third parties using this facility.
 | * Review procedures to ensure improvements.
* Review risk assessments
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| Local disaster | * Maintain up to date risk assessments of all parish council property/liabilities.
* Maintain up to date list of emergency contacts.
* Awareness of SHDC Disaster Planning and key contacts.
 | * Contact relevant emergency services if appropriate.
* All members and clerk to be informed.
* Use social media to keep parishioners informed.
* Clerk to inform third parties using this facility.
* Call Extra-ordinary Meeting of Council to discuss position and any necessary action.
 | * Review procedures to ensure improvements.
* Review risk assessments
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