Stoke Gabriel Parish Council Business Continuity Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **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. |
| 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. |
| 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. |
| 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 |
| 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 |
| 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 |

Updated March 2024