



Marks Tey Parish Council



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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 Parish Council, it is Marks Tey Parish Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions, the immediate responses, the procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.

Core Business of Marks Tey Parish Council

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

- Website, Noticeboards, Newsletter information and the use of other social media to communicate important and relevant matters.
- Benches, Street Lighting and waste bins
- Provision of playing fields and play area
- Open spaces
- Manage Council offices and Village hall.
- Bus Shelters
- Managing the finances of the Council and using the precept for the benefit of the Community
- Liaising with Colchester Borough Council and other partnership organisations on issues that affect the Parish.
- Acting as a consultee on planning applications to represent the best interest of the Parish.
- Full range of Parish Council services

Potential Causes of Disruption

Damage Caused by-

- a) Storm, Flood and Snow
- b) Fire
- c) Terrorism
- d) Air Crash

Failure to –

- a) Equipment
- b) Public services

Losses of-

- a) Staff / Councillors through death, illness or injury or resignation, whilst on or off Council duty
- b) Equipment theft breakage or major damage
- c) Loss of Council records through theft, Fire or corruption of files
- d) Councillors by any reason which leaves the Council inquorate

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY
Loss of Clerk / RFO due to Death, Illness, Incapacity or resignation / dismissal	Ensure key tasks are up to date, including minutes and accounts. Access to log ins and password are available. Assistant Clerk trained in key duties. Ensure compliance with Financial Regulations	Inform Chair and Vice Chair. Chair / Vice Chair to inform the Council.	Recruit temporary replacement/ Locum. Recruit permanent Clerk. Longer term: Review procedures to ensure minimal impact from loss.
Death or serious injury to member of staff whilst carrying out parish Council duties Or Prolonged absence or resignation or dismissal of staff	Knowledge of duties with regard to health and safety Knowledge of duties with regard to employment law and staff supervision	Clerk and Chair / Vice chair to be informed. Council to be informed Clerk to inform relevant third parties. Clerk to inform insurers if appropriate	Recruit temporary replacement. Recruit permanent replacement Longer term: Review procedures to ensure minimal impact from loss.
Loss of Councillor due to multiple resignations (causing the council to be inquorate)	Co-option of councillors from waiting list/ reserves by CBC if necessary.	Clerk to inform remaining councillors and employees of the Council. Clerk to inform CBC electoral services.	CBC to decide on temporary working strategy for Council Business. By – election or co-option procedure to be instigated

			Longer term: Parish Council to review procedures from recruitment of Councillors.
Loss of Council documents due to fire, flood or other causes	Scan important documents and keep an electronic copy. Regular back up of electronic documents on a hard drive to be held by staff at home. Important paper documents (e.g., deeds, leases etc) held in fire proof safe. Paper copies of important documents held by appropriate person e.g., bank / solicitor	Clerk to inform Chair / Vice Chair. Retrieve last back up. Clerk to inform insurance company if necessary. Report full incident to full Council.	Review procedures to ensure improvements and security.
Loss of Council equipment or electronic data due to theft, fault or breakdown	Back up of computers. Regular risk assessments, including security reviews	Clerk to inform Chair/ Vice Chair. Report theft to police and insurance company. Decide on immediate replacement Report incident to Full Council.	Replace in accordance with current regulations. Long term: review procedures to ensure improvements
Damage to Council Offices.	Maintain adequate insurance cover. Carry out risk assessments	Clerk to inform insurance company. Clerk to inform police if necessary. Clerk to inform Chair/ Vice chair. Council to be informed. Alternative work premises to be identified or Clerk / Assistant Clerk to work from home. Clerk to notify public or any closures or offices (notices/ website / social media) Redirection of Parish Council mail to alternative address	Review procedures to ensure improvements. Review risk assessment.
Damage to Parish Hall	Maintain adequate insurance cover.	Clerk to inform insurance company. Clerk to inform police if necessary.	Review procedures to ensure improvements.

	Carry out risk assessments.	Clerk to inform Chair / Vice chair / Chair of premises. Council to be informed. Clerk / Bookings clerk to inform hirers.	Review risk assessments
Damage to open space and Play equipment.	Maintain adequate insurance cover. Carry our risk assessments	Clerk to inform insurance company. Clerk to inform police if necessary. Clerk to inform Chair / Vice Chair / Chair of premises. Health and safety audit of play equipment and cordon off as necessary / appropriate.	
Local disaster	Maintain up to date risk assessments of all parish council property / liabilities. Maintain up to date contact detail list of Parish Councillors and staff, including next of Kin Maintain up to date list of emergency contacts. Awareness of District and County Council disaster planning and key contacts.	All members of Council, Clerk, employees to be informed. Contact relevant emergency services if appropriate. Call extra-ordinary meeting of the Council to discuss position and any necessary action.	Review procedures to ensure improvements Review risk assessments.

Other information:

- The Clerk is the first point of contact for all emergencies and business continuity actions.
- The Clerk is to implement all business continuity actions with the exception of the 'Clerk' not available actions.
- If the Clerk is not available and urgent action is required the Chair, Vice chair or member nominated by the Chair, shall implement all business continuity actions
- If the Clerk is not available the Chair, or in his/her absence the Vice Chair or a member of the Parish Council nominated by the Chair or Vice Chair shall implement the 'Clerk not available' actions.

Review of Plan

The business continuity plan to be reviewed on an annual basis

- The Clerk to check that all the contact details are current and correct.
- Marks Tey Parish Council to consider whether the critical activities, Key risks and contingency plan are comprehensive and sufficient
- An updated Business continuity plan to be given to every member.