



St Stephen in Brannel Parish Council

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Business Continuity Plan¹

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 St Stephen in Brannel Parish 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 the Council's area of responsibility.

Core Business of St Stephen Parish 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
- Signs, salt bins, benches, street lighting and waste bins
- Bus Shelters
- Buildings including Craft workshops; Former Sunday School, Nanpean; and the Brannel Room
- Cemeteries including the maintenance of the closed church-yard
- Allotments
- Footpaths
- Public toilets
- Maintenance of grass verges
- Provision of defibrillators
- Air Quality monitors
- 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

¹ Adopted by Full Council at the meeting held on Wednesday 4th March 2020 under minute number FPC68/20. Due for review in 2023.

- Liaising with Cornwall Council 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
- d) Air crash

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	Ensure staffing team are aware of their responsibilities Ensure rolling program is up to date and all key tasks are listed Access to log ins and passwords is available	Chairman and Vice Chairman to be informed. Chairman to inform Council. Call extraordinary meeting to confirm appointment of temporary cover.	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	Clerk to be informed who will report to the Council. Clerk to inform the insurance company. Clerk to inform HSE if necessary.	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 CC's Returning Officer.	CC 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 including phone lines and internet due to theft, fault or breakdown	Back up laptop to server. Purchase of mobile phones. Ensure virus software up to date Ensure online data protected by robust passwords which are regularly updated Purchase of surge protected equipment	Report theft to police and insurance company. Decide on immediate replacement. Divert calls to mobile phone. Use mobile phone "hot spot" to connect to internet.	Replace in accordance with current financial regulations.	Review procedures to ensure improvements.

Damage to Parish Office	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 – Brannel Room	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
Local Disaster	Maintain adequate insurance cover. Have CEP in place and available.	Contact emergency services. Activate CEP.	Call extraordinary meeting to discuss if any action required.	Review risk assessment and CEP
Staff unable to get to work due to adverse weather conditions.	Adverse weather policy in place. The Clerk keeps the council's spare laptop at home. If there is a warning, Clerk and Administrator take home netbooks to allow them to work from home. All staff have contact details for each other	Clerk to update the website and social media to advise residents that the parish office, Brannel Room and cemeteries may be closed. Staff to contact the Clerk if they are unable to get to work. Clerk to advise the Chairman of the situation.	Clerk to carry out any urgent work.	Review risk assessment

Other Information

- Spare keys to be held by Cllr Don Hallet.
- Alarm code and safe code to be held by Chairman.
- Bank and insurance details to be held by Chair of Finance & General Purposes Committee.
- Contact details for Clerk, Administrator and their next of kin to be held by Chairman.
- Spare lap top to be held off site by Clerk.