



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## BUSINESS CONTINUITY PLAN

### 1. POLICY AIM

Business Continuity Management is:

“A planning process for all businesses and local authorities, small or large, to help reduce the impacts caused by disruptions and emergencies that can threaten its survival. “

The aim of this document is to record Cantley with Branton Parish Council's (the 'Council') important information and actions the Council would take to help the Council in an emergency or serious business disruption and can recover as quickly as possible afterwards.

### 2. POLICY

Planning Actions

Loss or Disruption to the Council		
Loss	Disruption	Action
Staff	Key staff are off work due to sickness	Temporary Staff are employed for periods of long-term sick. All site staff can work at all sites if required to cover. If the Clerk/RFO is off Councillors may take up the duties or alternatively seek help from neighbouring Clerks.
	Threat of Sickness (widespread virus)	Staff are requested to work from home and given the relevant equipment to perform their tasks from home
	Work Station	A work station risk assessment to be completed for home working
	Key staff resign	Recruit through local advertising, newsletter and job sites. YLCA to provide advice on recruitment and aim to employ a qualified clerk or someone who will work towards CILCA qualification. Support from YLCA for local council sector advice. Contract of Employment to be drawn up before 1 <sup>st</sup> day of employment. A sufficient handover provided wherever possible and to use the

	Lack of Elected Councillors	SLCC New Clerk Handover Check Sheet Template Form.  Follow NALC/YLCA/DMBC Guidance on Co-opting Councillors.
IT and Data	IT equipment is damaged irrecoverably, and backups have not worked	Information is saved on the Clerk's laptop and to the cloud.
Building(s) staff and Parish Council work from	Inability to access the Council office or meeting room due to fire, flood or other disaster	Staff can work from home, with access to emails and files – all password protected. The Clerk would need to source another venue to hold the Parish Council meetings ie. school hall, library, neighbouring Parish Council building
Suppliers	Companies cease trading	New suppliers are found
Utilities	Gas, Electric and Water are disconnected	Homeworking commences. The office is closed until such time that the utilities are reconnected
Equipment	Printer/Photocopier ceases to work  Fire alarm and Intruder alarm breaks down	Work is emailed/scanned and printed elsewhere.  The maintenance contractor is called out to repair the alarm systems immediately.

### 3. EMERGENCY CONTACTS

Listed below are the details of Key Persons that the Council may need to contact to make it aware of an emergency or serious business disruption

Name	Contacts
Chairman (Neville Williams)	07825 614525 chairman@cantleywithbrantonparish.gov.uk
Vice Chairman (Tony Gibbins)	07701 320939 Tony.gibbins@cantleywithbrantonparish.gov.uk
Clerk (Bev Walton)	07761525584 clerk@cantleywithbrantonparish.gov.uk

#### 4. BUSINESS CONTACTS

Listed below are the Council's key customers and suppliers; they will be contacted in the event of an emergency or serious business disruption

Contract Details	Company	Contact	Telephone Number
Electricity	Responsibility for supply up to the meter : District Network Operator (DNO) Emergency ( in the event of an unscheduled power cut etc)  Electricity supplier (metered Supply) : EON Next (business) Emergency (out of hours) :  Solar export (Smart Export Guarantee) : EON Next		0113 227 4956  105  0808 401 5699  0808 501 5088 email: <a href="mailto:hellobusiness@eonnext.com">hellobusiness@eonnext.com</a>  0808 501 5218
Water	Business Stream (Scottish Water)		
Internet	Plusnet		03301239123
Mobile Phone	O2	<a href="https://www.o2.co.uk/business/contact-us">https://www.o2.co.uk/business/contact-us</a>	
Shutters	GG Emergency Door Specialist Ltd	Gavin	07403886096
Intruder Alarm	Metro Secure	Lawrence	01302 898423 07979198220
Fire Alarm	SER Fire & Security	Sam Robertshaw	07432 671287
Electrical Contractor	RJ Electrical Ltd	Rafe Lowe	01302 730600

#### 5. INSURANCE AND BANK DETAILS

Company	Contact	Email/Telephone	Policy Number
Clear Councils		<a href="mailto:councils@thecleargroup.com">councils@thecleargroup.com</a> 0330 013 0036	LCO01651
Unity	Four Brindley place, Birmingham, B1 2JB	0345 140 1000	Current Account, Reserve Account and Corporate Card

#### 6. OTHER USEFUL CONTACT DETAILS

Organistaion	Contact Name	Contact Details
YLCA		Suite 8, Sibling Workspace, York House, Station Road,

		Tadcaster, LS24 9JF. Tel: 01937 228602
IT Support		Look in AGAR Ring Binder 2021/2022 under Quotes
Gov.uk Email & Website (Website)	Peter Kidd at Aires Network Ltd	Unit 7 J3 Business Park, Carr Hill, Doncaster DN4 8DE Email: peter.kidd@ariesnetworks.co.uk Mobile: 07768632624 DDI: 01302 220603

## 7. RECOVERY ACTIONS RECOVERY OF ESSENTIAL

<b>Business Records</b>	<b>How will you recover the records? Alternative Measures in Place</b>
Computer records/data and location	Back-up records are held on the 'cloud' and can be accessed remotely
Financial Records	A copy of the backed-up finance records is saved on the Clerk/RFO laptop and backed up to the cloud.
Critical paper records/information and location	Deeds and such are stored e.g. in a cabinet in the Clerk's Office at Kilham Hall and scanned to cloud.
Passwords	A record of all passwords to equipment and the building are kept on the Clerk's laptop and backed up to the cloud. The Chairman and Vice Chairman also has a copy of them.
Keys	The clerk has a full set of keys to the building and notice boards. She also holds spare keys which are kept in her desk drawer. Site staff have a set of keys to the building which is their primary place of work.

## 8. RECOVERY OF KEY EQUIPMENT

Listed below are the essential equipment the council may need to replace if lost, or if the Council had to move to an alternative site;

- Critical IT records and data – including personnel records
- Specialist IT equipment
- Computer software (including printing)
- Pension/ HMRC data
- Payments/ wages/ financial information

## 9. RECOVERY ACTIONS

- Advise all councillors
- Activate the continuity plan

- Inform and allocate actions to staff
- Activate alternative suppliers, premises, equipment as required
- Review diary and other commitments
- Advise insurance provider
- List of key dates ie. insurance renewal date, precept demand to Principal Authority date, budget setting dates, Internal Audit approval dates and AGAR, Staff to be paid by (date each month)
- Complete recovery log

## **10. IMPLEMENTATION**

A copy of essential information, including the Business Continuity Plan is held by the Chairman and Clerk to the Council at their home address. No other Councillor or member of staff have access to this information.

**Reviewed:** 17<sup>th</sup> May 2024

**Review Due:** No later than June 2027

**Review:** November 2024

**Review:** 18<sup>th</sup> June 2025

**Review:** 18<sup>th</sup> February 2026

**Approved:** 3<sup>rd</sup> July 2024

**Approved:** 6<sup>th</sup> November 2024

**Approved:** 2<sup>nd</sup> July 2025

**Approved:** 4<sup>th</sup> March 2026