

Business Continuity Plan Policy

If either the Clerk or Assistant Clerk was off unexpectedly, the other would not have the capacity to fully cover the other's job. The policy below details what each could do of the other's job role. It also lists other situations that could affect council services and ways to mitigate those risks.

Risk	What council Functions or Services Would be Affected?	Risk Mitigation
Loss of telephone lines/system.	<p>Parish office unable to take calls.</p> <p>Parish office unable to make calls.</p> <p>Unable to take answerphone messages.</p>	<p>All three-council staff have a phone allowance paid to them monthly to allow them to use their mobile phone for council work use. Therefore, staff would be able to contact hirers, security guards as necessary and also phone company to arrange for problem to be fixed.</p> <p>Clerk would put a message of the parish council's website (news section) and Facebook pages to inform residents that phone lines are down.</p> <p>In many cases emails could be sent instead of making calls.</p> <p>Email Cllrs to inform them of the issue.</p>
Loss of internet access and/or IT services	<p>Clerk and Assistant Clerk would be unable to work in the parish office.</p> <p>No cloud back up.</p>	<p>Clerk and Assistant Clerk have laptops and can, therefore, work from home.</p> <p>Daily remote back up taken by Astley Computers.</p>

	<p>No email communication.</p> <p>No finance work.</p> <p>No minutes or agendas could be prepared.</p> <p>No online banking.</p> <p>Hires who use the internet would have to be informed.</p>	
<p>Loss of utilities (inc. water, gas electricity)</p>	<p><u>Electricity</u></p> <p>No power to PCs, no lighting, no heating, no hot drinks, no internet. Therefore, the parish office would have to close and the parish hall would have to close.</p> <p><u>Water</u></p> <p>No drinking water, no toilet facilities, Therefore, the parish office would have to close and the parish hall would have to close.</p> <p><u>Gas</u></p> <p>No heating, no hot water. Therefore, the parish office would have to close and the parish hall would have to close.</p>	<p><u>Electricity/Water/Gas</u></p> <p>Clerk and assistant clerk have laptops and are able to work from home.</p> <p>Assistant clerk or clerk (who has access to assistant clerk's emails) would have to contact all relevant hirers, premises officer and security guard to inform them the hall would be closed.</p>

<p>Unable to reach parish office due to adverse weather</p>	<p>Hirers of the hall for that day(s) would need to be informed that the hall was inaccessible.</p> <p>Clerk and assistant clerk to work from home.</p> <p>Security guard would need to be informed parish hall inaccessible.</p>	<p>The councils Emergency Action Plan may be invoked if the issue was widespread across Leicester Forest East.</p> <p>Clerk and assistant clerk have laptops and are able to work from home.</p>
<p>Long-term absence of clerk or assistant clerk</p>	<p>If assistant clerk was away from work for a prolonged period it would mean the accounts, finances and daily management of bookings would not be kept up to date and would not be presented monthly to council.</p> <p>If the clerk was away from work for a prolonged period it would mean the agendas, minutes, every day running of the parish hall and action points from council meetings would not be actioned.</p>	<p>Council to contact The Society of Local Council Clerks (locum@slcc.co.uk, 01823 253 646) to provide locum cover if either the clerk or assistant clerk is away from work for a prolonged period of time.</p> <p>Any locum would be provided with the Plan of Work document from OneDrive to give a more detailed overview of what is expected of the Clerk and Assistant Clerk on a month-by-month basis.</p> <p>Clerk could cover monthly order paper to ensure invoice and employment payments made only.</p> <p>Assistant clerk could cover responding to email and phone calls only.</p> <p>Next of kin details held for all council staff.</p> <p>Ill health liability insurance held to cover council against ill health retirement.</p> <p>Cllrs are able to authorise payments (dual signatory) after monthly council meeting.</p>

		<p>The Chair of the council holds a sealed envelope with the login password for the clerk's computer, only to be opened in an emergency and if it is opened the password must be changed and another sealed envelope containing the new password must be passed to the Chairman for safekeeping.</p>
<p>Flood affecting parish hall</p>	<p>No use of parish office.</p> <p>Unable to hire out parish hall.</p>	<p>The councils Emergency Action Plan may be invoked if the issue was widespread across Leicester Forest East.</p> <p>Clerk and assistant clerk have laptops and are able to work from home.</p> <p>Assistant clerk or clerk (who has access to assistant clerk's emails) would have to contact all relevant hirers, premises officer and security guard to inform them the hall would be closed.</p>

Adopted June 2024

Due for review June 2025