



## **Business Continuity Plan**

### **1 Introduction**

The aim of this plan is to assist the Parish Council to be prepared, as far as reasonably practical, to continue to provide its services/functions in the event of a disruption by whatever cause. Whilst this is not a statutory duty, it is Scarning Parish Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of a disruption to the day to day running of the Council. This plan identifies possible instances of disruption, the immediate responses, the procedures to be followed in order 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.

### **2 Core Business of Scarning Parish Council**

The Council provides services to residents which include:-

- The purchase and maintenance of play equipment
- The purchase and maintenance of Outdoor Fitness equipment
- The maintenance of some roadside verges
- The provision of litter, dog and grit bins
- The maintenance of some street lights (this does not include the Draytonhall Lane housing estate)
- The repair and upkeep of bus shelters and solar lights on Dereham Road
- The provision and maintenance of a defibrillator located at Scarning Primary School
- The maintenance of the church clock and the War Memorial
- The Parish Council is the Sole Trustee of Scarning Fuel Allotment Charity. (These are not the Dereham Road allotments).

### **3 Potential Causes of Disruption**

- Loss of the Clerk through death, long term illness, incapacity, or resignation
- Loss of councillors due to multiple resignations
- Loss of Council records through theft, fire or corruption of files

### **4 Other Information**

The Clerk is the first point of contact for all emergencies and business continuity action. The Clerk will implement all business continuity actions with the exception of the loss of the Clerk through death, illness, incapacity, or resignation.

If the Clerk is not available and urgent action is required, the Council Chair and/or the Vice Chair, or a parish councillor nominated by the Chair, will implement all business continuity actions.

### **5 Role of Councillors**

Councillors are democratically responsible to residents and the overriding duty of councillors is to the whole community. Appendix A contains contact details of councillors.

### **6 Review**

The Business Continuity plan will be reviewed annually to:-

- Check all the contact details are current and correct
- To consider whether the key activities/risks identified in the plan are comprehensive and adequate
- An updated Business Continuity Plan will be given to every member

Approved: February 2024.

Next Review: February 2025.

<b>Event</b>	<b>Minimising impact</b>	<b>Immediate Action</b>	<b>Continuity</b>	<b>Longer Term Action</b>
Loss of the Clerk through death, long term illness, incapacity or resignation.	Ensure the Chair can access the Council laptop. Reference the Clerk's Handover File. The File contains Council passwords and provides all necessary information to allow the Council to continue to function.	The Chair to inform the Council. A nominated officer/s to take responsibility for immediate actions re Council business.	The Council to call an Extraordinary meeting to determine whether to recruit a temporary replacement or a full time clerk depending on the circumstances. The Chair/Vice Chair to take possession of the Council laptop and mobile phone. Consult Clerk's Handover file.	Where applicable, seek a permanent clerk to assume day to day responsibilities.
Death or serious injury to the Clerk while carrying out Council duties	Ensure proper training re Health and Safety procedures, enactment of Lone Working policy and other relevant policies and procedures.	The Chair to inform the Council.  The Clerk or Chair to inform the Council's insurers where necessary.	The Council to call a meeting to determine temporary or full time cover strategy	The Council to seek a permanent or temporary clerk to assume day to day responsibilities. Review procedures for action/improvements.
Loss of Councillors due to multiple resignations leaving the Council inquorate.	Ensure the Council has a sufficient number of bank signatories to continue the payment of invoices. Ensure Co option policy is up to date.	Inform all remaining members of the Council.	The Council to decide a working strategy for Council business applicable to the remaining numbers.	Seek to co opt new councillors. If the Council cannot function, it must seek guidance from Breckland Council to agree a working strategy re immediate Council business.

Loss of Council records due to fire, flood or other causes.	Cloud storage. Keep documents/files/laptop in a secure location. Provide copy documents where possible.	The Clerk to inform the Council.	The Council to call an Emergency meeting to discuss the way forward.	Review procedures and put in place necessary improvements/systems.
Loss of Council records electronic data via direct breach or accident	Ensure virus software is up to date and passwords are robust.	The Clerk to inform the Council. In the event of theft, report to insurers/police.	The Council to call an Emergency meeting to discuss the way forward.	Continue to review procedures to minimise impact.

## Appendix A

### Contact Details

Position	Name	Address	Telephone/email
Chair	Fiona Bradford	1 Miller Close Scarning	fmbradford@gmail.com 07514695974
Councillor	Tim Abel	Pennymeadow Nursery Podmore Lane Scarning	timabel.pmn@gmail.com 01362 851116 07990557445
Councillor	Melanie Blackburn	6 Black Horse Close Scarning	taz2865@hotmail.com 07961 833772
Councillor	Steve Bunn	Sunnyside Scarning Fen	bnnstvn@yahoo.co.uk 07711062339
Councillor	Charles Hewson	Borrowdale, Coach Lane Scarning	charles_hewson@hotmail.co.uk 693041
Councillor	Michael Steward	Broadway Farm The Broadway Scarning	michaelcorinne@hotmail.co.uk 07860651324