



## **WEXHAM COURT PARISH COUNCIL**

### **BUSINESS CONTINUITY PLAN**

#### Introduction

The Civil Contingencies Act 2004 places a duty on a local authority to ensure that it is prepared as far as reasonably practical to continue to provide important functions and services in the event of a disruption.

Whilst this is not a statutory duty for a parish council it is Wexham Court Parish Council's ("WCPC") 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 WCPC.

The 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 LPCs area of responsibility.

#### Core Business of Wexham Court Parish Council

The parish council provides local services to its electorate which includes the provision of:

- Employed staff to carry out WCPC functions
- The Parish Hall
- Norway Drive Recreation Ground
- The Cherries Recreation Ground
- Children's play equipment at Norway Drive Recreation Ground & The Cherries Recreation Ground
- Tennis Courts at Norway Drive Recreation Ground
- Allotments at the junction of Uxbridge Road and Church Lane
- Noticeboards, litter bins and dog waste bins
- Website and maintaining a presence on relevant social media sites
- Managing the finances of WCPC and using the precept for the benefit of the parish
- Acting as a consultee on Planning applications to represent the interests of the parish

#### Potential causes of disruption include:

- 1) Disasters and weather-related problems, including:
  - fire
  - storms
  - flood

- snow
- actions by other parties
- terrorism

2) Vandalism or damage to WCPC property

3. Failures

- equipment due to failure, breakage or theft
- utilities and infrastructure providers
- public services

4. Losses of

- staff and councillors through death, illness, injury or resignation whilst on or off WCPC duties, which in the case of councillors may leave the parish council inquorate.
- equipment through theft breakage or major damage
- WCPC records through theft, fire or corruption of files

**RISK MANAGEMENT PLAN**

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY
Loss of Clerk due to death, illness, incapacity or resignation/dismissal	Ensure key tasks are up to date, including Minutes. Access to log ins and passwords are available. RFO trained in key duties.	Inform Chairman and Vice-Chairman. Chairman/Vice Chairman to inform Council.	Recruit temporary replacement/locum.  Recruit permanent Clerk. Longer term: Review procedures to ensure minimal impact from loss.
Loss of RFO due to death, illness, incapacity or resignation/dismissal	Ensure key tasks are up to date, including Accounts. Access to log ins and passwords are available. Clerk trained in key duties. Ensure compliance with Financial Regulations.	Inform Clerk, Chairman and Vice Chairman. Clerk or Chairman/Vice Chairman to inform Council.	Recruit temporary replacement/locum. Recruit permanent RFO.  Longer term: Review procedures to ensure minimal impact from loss.
Loss of Councillors due to multiple resignations (causing the Council to be	Co-option of Councillors from waiting list if necessary.	Clerk to inform remaining Councillors and employees of the Council.	SBC to decide on temporary working strategy for Council business. By-election

inquorate)		Clerk to inform SBC Electoral Service.	or co-option procedure to be instigated. Longer term: Parish Council to review procedure for 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 a fire proof safe. Paper copies of important paper documents held by appropriate persons, e.g. solicitors.	Clerk to inform Chairman/Vice Chairman. Retrieve last back-up. Clerk to inform Insurance company if necessary. Report 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 Chairman/Vice Chairman. Report theft to police and Insurance company. Decide on immediate replacement. Report incident to Full Council.	Replace in accordance with current regulations.  Longer term: Review procedures to ensure improvements.
Damage to Parish Hall and/or Groundman's hut	Maintain adequate insurance cover.  Carry out risk assessments.	Clerk to inform insurance company. Clerk to inform police if necessary. Clerk to inform Chairman/Vice Chairman and Chairman of Facilities Committee. Council to be informed. Clerk to inform users.	Review procedures to ensure improvements. Review Risk Assessments.
Damage to WCPC allotments, tennis courts and play equipment	Maintain adequate insurance cover, where available and appropriate.  Carry out risk assessments.	Clerk to inform insurance company, if appropriate, Clerk to inform police, if necessary. Clerk to inform Chairman / Vice	

		Chairman. Council to be informed.	
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.	All members of Council, Clerk, RFO and employees to be informed. Contact relevant emergency services if appropriate. Call Extra-ordinary Meeting of Council to discuss position and any necessary action.	Review procedures to ensure improvements.  Review risk assessments.

The Clerk is the first point of contact for all emergencies and business continuity actions, or in their absence the Responsible Finance Officer.

If neither the Clerk or the Responsible Finance Officer is available, the Chairman, or in the absence of the Chairman the Vice-Chairman or a member of the Parish Council nominated by the Chairman or Vice-Chairman shall implement the actions.

#### Review of plan

The Business Continuity Plan will be reviewed on an annual basis by Full Council.