COLSTERWORTH AND DISTRICT PARISH COUNCIL

BUSINESS CONTINUITY PLAN

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 Colsterworth and District Parish Council area of responsibility.

Core Business of Colsterworth And District Parish Council (CADPC) Parish Council

- Village maintenance
- Recreation Grounds, Nature Trail and Play areas – improvements, inspections, and maintenance
- Allotments – tenancies, maintenance, and upkeep of the allotment sites
- Old Post Lane Cemetery – responsibility for maintenance, sale of plots and burials
- Street Furniture – installation maintenance and repair of benches and bus shelters
- Litter picking and Dog waste bin Collections
- Planning – development of neighbourhood plan and consultee recommendations on all planning applications within the Parish
- Community grants – supporting local groups and good causes by awarding grants
- Managing the finances of CADPC and using the precept for the benefit of the parish

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
Loss of Clerk/assistant Clerks 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. Clerk aware of, or assistant clerks trained in, key duties	Inform Chairman and Vice Chairman who will inform Council. Chairman to inform South Kesteven District Council if necessary.	Recruit temporary/permanent replacement. The Chairman of the Council and Chairman of the Finance and Administration Committee shall have viewing access only to the Council's Bank Accounts.	Review procedures to ensure minimal impact from loss
Loss of other members of staff due to death or serious injury whilst carrying out parish council duties OR Prolonged absence or resignation or dismissal of staff.	knowledge of duties with regard to Health & Safety Knowledge of duties with regard to employment law and staff supervision	Inform Clerk and Chairman/Vice Chairman who will inform Council. Clerk to inform HSE/Insurers/relevant third parties as appropriate	Recruit temporary replacement. Recruit permanent replacement	Review procedures to ensure minimal impact from loss
Loss of councillors due to multiple resignations	co-option of Councillors from waiting list.	Clerk to inform remaining Councillors and	CADPC to decide on temporary working strategy for council	Parish Council to review

		employees of the Council. Clerk to inform SKDC electoral services.	business. By-election or co-option procedure to be instigated	procedure for recruitment of Councillors
Loss of Council documents due to fire, flood or other causes	Scan important documents and keep and electronic copy and back up. Back up in Cloud or at third party premises.	Clerk to inform Chairman/Vice Chairman. Retrieve last back-up. Inform insurers. 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.	Clerk to inform Chairman/Vice Chairman. Report theft to police and insurers. Decide on immediate replacement. Report incident to full council	Replace in accordance with current regulations.	Review procedures to ensure improvements
Damage to allotments, street furniture, open spaces and play equipment	Maintain adequate insurance cover. Carry out risk assessments and checks.	Clerk to inform Chairman/Vice Chairman and users. Inform police if necessary and insurers. Report incident to full council. Health and Safety audit of play equipment/street furniture and cordon off.	Review procedures to ensure improvements. Review risk assessments	
Local disaster	Maintain up to date risk assessments of all parish council property/liabilities. Maintain up to date contact detail list of councillors and staff including next of kin.	All members of council and employees to be informed Contact relevant emergency services as appropriate. Call extra-ordinary meeting of council to discuss position and any necessary action.		

The Clerk is the first point of contact for all emergencies and business continuity actions. If the Clerk is unavailable, 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 and a copy given to all Parish Councillors.

Document Control and Policy Review:

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Vice Chair:	Caroline Hainsworth
Responsible Officer/Clerk	Sue Grant
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Chairman:	Caroline Hainsworth

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