

Business Continuity Plan as part of Risk Management December 2023

This plan has been prepared to document Shedfield Parish Council's ("SPC") procedures to ensure business continuity should an event occur that would cause an interruption to the business of the Council.

The table below identifies risks in the Parish BCP, how that risk is mitigated and a business recovery timeline.

<u>Timeline</u>	<u>Mitigation</u>	<u>24 Hours</u>	<u>Within 7 Days</u>	<u>Within 1 Month</u>	<u>Within 3 Months</u>
Recovery Steps → Event ☒	Plan to minimise impact	Immediate Response & Actions	Response As prescribed by Parish Council	BUSINESS CONTINUITY Rebuild Confidence	
Loss of Clerk due to sudden/long term illness, incapacity or death	Training of RFO/Asst Clerk in in key tasks.	RFO to Inform Chairman of SPC. Inform Personnel and Procedures committee	RFO/Asst Clerk to provide cover in short term. Full Council to decide on temporary cover strategy.	Temporary cover strategy to be implemented.	Provide replacement and/or begin recruitment procedures.
Death or serious injury to member of staff whilst carrying out Council duties or prolonged absence of staff	Training of staff in all activities requiring H&S certification.	Inform Clerk and Chairman who will report to the Personnel and Procedures Committee Clerk to inform insurance company. Inform HSE (if req'd.).	Clerk to advise on temporary cover strategy and response to HSE (if req'd) and insurance company.		Provide replacement and/or begin recruitment procedures. Council to review position and procedure for improvements.
Loss of Council membership due to multiple resignations (causing Council to be inquorate)	Co-option of Councillors.	Clerk to Inform all remaining members of Council and Employees. Clerk to inform Winchester City Council	WCC to decide on temporary working strategy for immediate Council business.		WCC to instigate by election / co option procedure

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Shedfield Parish Council

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Loss of staff members due to resignation or dismissal	Contact HALC/SLCC for provision of support staff if required.	Clerk to inform Chairman. Report to Staffing Sub Committee and advise on temporary cover.			Provide replacement and/or begin recruitment procedures.
Loss of Council documents due to fire	CLOUD storage used.	Clerk to inform Chairman Inform insurance company.	Council to review position.	Report incident to Full Council Meeting.	Council to review position and procedure for improvements
Loss of Council electronic data due to fire, flood, breakdown or theft	CLOUD storage	Clerk to inform Chairman	Install backup files on temporary equipment.	Report incident to Full Council Meeting. Provide replacement equipment.	Council to review position and procedure for improvements.
Loss of Council equipment due to theft or breakdown	Back up laptop.	Inform Clerk. Report theft to police and insurers. Decide on immediate replacement.	Replace in line with current financial regulations.	Report incident to Full Council Meeting. Provide replacement equipment.	Council to review position and procedure for improvements.
Financial loss	Risks assessed in line with Council Risk Assessment adopted Policy adopted Jan 22	Refer to Risk assessment.	Refer to Risk assessment.	Refer to Risk assessment.	Refer to Risk assessment.

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