



Business Continuity Plan – Horsmonden Parish Council

Scope

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

This plan provides:

- a framework in order for the Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions
- identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed of necessary changes to service delivery
- new Clerk business continuity information

Core Business of the Council

The Council provides a Local Parish Council service to its electorate which includes:

- Ensuring the Parish Councils statutory obligations are met for risk assessment and insurance, mandatory meetings and dealing with all legal duties of the Council.
- Upkeep of three Parish Council owned buildings (The Village Hall, The Institute and the Public Conveniences)
- Monitor and balance the Council's accounts and prepare records for audit purposes and VAT
- Updating of website, social media and notice board information
- Maintenance of the children's play area at Locket Green
- General grounds maintenance of green areas in the village including the village green and the area of land at Fromandez Drive
- Maintenance of the millennium plaque, planters and benches on the village green
- Administration around the use of the village green for events and activities
- Maintenance of the Speed Indicator Devices (SIDs) in the village centre
- Maintenance of the AED defibrillator at the Village Hall
- Maintenance of street lights (in central parts of the village)
- Maintenance of the War memorial outside The Institute Building
- Submitting planning responses to TWBC as a consultee
- Reporting highways and PROW problems within the village and checking on their progress

Risks which could invoke the BCP:

- National Disasters/Weather Related Problems
 - Fire
 - Flood

Adopted by HPC 4 September 2023

- Pandemic
- Major disaster
- Failures
 - Equipment
 - Services
- Losses
 - Staff/Councillors through resignation
 - Staff/Councillors through death
 - Staff/Councillors through long-term injury/sickness
 - Staff/Councillors through death or serious injury whilst working for the Council
 - Equipment theft breakage or major damage
 - Loss of Council records through theft, fire or corruption of files

Business Continuity Map

Timeline	24 hours	Within 7 days	Within 1 month	Within 3 months
Recovery Steps	Immediate response and actions	Management response	Business Continuity, Rebuild Confidence	
Risk				
Loss of Clerk due to sudden/long-term illness, incapacity or death	<ul style="list-style-type: none"> Inform Chair and Members 	<ul style="list-style-type: none"> Decide on temporary cover strategy 	<ul style="list-style-type: none"> Report to Full Council Provider replacement/begin recruitment process 	<ul style="list-style-type: none"> Review position
Loss or serious injury to member of staff whilst carrying out Council duties	<ul style="list-style-type: none"> Inform Clerk and Chair Inform HSE: www.hse.gov.uk/riddor/report 	<ul style="list-style-type: none"> Decide on temporary cover strategy, and answer to HSE 	<ul style="list-style-type: none"> Report to Full Council Provide replacement/begin recruitment process, or temporary cover period 	<ul style="list-style-type: none"> Review position and procedures for improvement
Loss of Council membership due to multiple resignations (causing Council to be inquorate)	<ul style="list-style-type: none"> Inform remaining Members, Clerk/Employees Inform Election and Monitoring Officer 	<ul style="list-style-type: none"> Decide on temporary working strategy for immediate Council business 	<ul style="list-style-type: none"> Initiate bye election/co-option procedure as advised by Election Officer 	<ul style="list-style-type: none"> Review position and procedures for improvement
Loss of Clerk/staff members/key contractors due to ill health, resignation or dismissal	<ul style="list-style-type: none"> Inform remaining Clerk/Staff/Members 	<ul style="list-style-type: none"> Decide on temporary cover 	<ul style="list-style-type: none"> Provider replacement/begin recruitment process, or temporary cover period 	<ul style="list-style-type: none"> Review position and procedures for improvement
Loss of Council documents due to fire	<ul style="list-style-type: none"> Inform Chair Inform insurers 	<ul style="list-style-type: none"> Review position 	<ul style="list-style-type: none"> Report incident to Full Council meeting 	<ul style="list-style-type: none"> Review position and procedure for improvement
Loss of Parish Office due to fire or another emergency	<ul style="list-style-type: none"> Inform Chair Inform Insurers 	<ul style="list-style-type: none"> Decide on temporary accommodation 	<ul style="list-style-type: none"> Report incident to Full Council meeting 	<ul style="list-style-type: none"> Review position

Loss of Council electronic data due to fire, flood or break down	<ul style="list-style-type: none"> • Inform Chair • Retrieve last backup • Inform Insurers (if applicable) • Inform police (if applicable) 	<ul style="list-style-type: none"> • Install backup files on temporary equipment • Provide replacement equipment 	<ul style="list-style-type: none"> • Report incident to Full Council Meeting 	<ul style="list-style-type: none"> • Review position and procedure for improvement
Timeline	24 hours	Within 7 days	Within 1 month	Within 3 months
Recovery Steps	Immediate response and actions	Management response	Business Continuity, Rebuild Confidence	
Risk				
Loss of Council equipment due to theft, breakdown or cyber breach	<ul style="list-style-type: none"> • Inform Clerk & Chair • Report theft to police and Insurers • Decision on immediate replacement • Follow GDPR Data Breach Policy 	<ul style="list-style-type: none"> • Review position • Provide replacement equipment 	<ul style="list-style-type: none"> • Report incident to Full Council Meeting 	<ul style="list-style-type: none"> • Review position and procedure for improvement
Cybersecurity Breach: i.e. Ransomware	<ul style="list-style-type: none"> • Inform IT support /DPO and follow instructions • Retrieve last backup • Inform Clerk & Chair 	<ul style="list-style-type: none"> • Install backup files on temporary equipment • Report to ICO within 72 hours of becoming aware 	<ul style="list-style-type: none"> • Report incident to Full Council Meeting 	<ul style="list-style-type: none"> • Review position and procedures for improvement
Cybersecurity Breach: Theft of data	<ul style="list-style-type: none"> • Inform IT provider/DPO • Inform Clerk & Chair • Follow GDPR Data Breach Policy 	<ul style="list-style-type: none"> • Review position • Report to ICO within 72 hours of becoming aware 	<ul style="list-style-type: none"> • Report incident to Full Council Meeting 	<ul style="list-style-type: none"> • Review position and procedures for improvement
Local Disaster	<ul style="list-style-type: none"> • Inform all members of Council/ Clerk/Employees • Contact with emergency services, if relevant 	<ul style="list-style-type: none"> • Review position 	<ul style="list-style-type: none"> • Call Extra-ordinary Meeting of Council to discuss position and any necessary action 	<ul style="list-style-type: none"> • Review position and procedure for improvements
Pandemic	<ul style="list-style-type: none"> • Inform Chair and Members 	<ul style="list-style-type: none"> • Decide on temporary working strategy for immediate Council business in response to Government guidance 	<ul style="list-style-type: none"> • Review position and report to Full Council Meeting 	<ul style="list-style-type: none"> • Review position and adapt procedures as necessary

The Clerk is the first point of contact for all emergencies and business continuity actions.

The Clerk is to implement all business continuity actions.

If the Clerk is not available and urgent action is required the Assistant Clerk, Chair, Vice Chair or a Member(s) of the Parish Council nominated by the Chair, shall implement all business continuity actions.

The business continuity plan to be reviewed on a regular basis:

- Members to consider whether the critical activities, Key risks and contingency plan actions are comprehensive and sufficient
- Clerks to update and amend as per Committee requirements
- Clerks to check that all the information and contact details are current and correct in the internal document 'Clerks Handover - Business Continuity'