

Charlton Village

www.charltonvillage.org.uk

BUSINESS CONTINUITY PLAN

1. POLICY AIM

Business Continuity Management is:

“A planning process for all businesses and local authorities, small or large, to help reduce the impacts caused by disruptions and emergencies that can threaten its survival. “

The aim of this document is to record Charlton Parish Council's important information and actions necessary in an emergency or serious business disruption to allow business to continue and to recover as quickly as possible afterwards.

2. POLICY

Planning Actions

Loss or Disruption to the Council		
Loss	Disruption	Action
Staff	Clerk/RFO sick	Councilors may take up the duties or alternatively seek help from neighboring Clerks. Clerk's passwords held by the Chair to be used as required.
	Lack of Elected Councilors	Follow NALC/HALC Guidance on co-opting Councilors. If inqorate Clerk to arrange for Test Valley Borough Council to take over responsibility until requisite councilors are co-opted.

IT and Data	Clerk's IT equipment is damaged irrecoverably, and backups have not worked.	Information to be saved and available via the cloud.
Building(s)	Inability to access the meeting room due to fire, flood or other disaster	The Clerk to source another venue to hold the Parish Council meetings eg Test Valley Conference Room, Salto Sports Centre or Penton Village Hall.

3. EMERGENCY CONTACTS

Listed below are the details of Key Persons that the Council may need to contact to make it aware of an emergency or serious business disruption

Name	Contacts
Chair (Jacqueline Smith)	07938561609 cldrsmith@charltonvillage.org.uk
Vice Chairman (Clive Ward)	07538596344_ cldrward@charltonvillage.org.uk
Clerk (Eveline Attwood)	07534336756 clerk@charltonvillage.org.uk

INSURANCE AND BANK DETAILS

Company	Contact	Email/Telephone	Policy Number
BHIB		enquiries@hibaffinities.co.uk : 0330 013 0036	Held by Clerk

4. RECOVERY ACTIONS RECOVERY OF ESSENTIAL

Business Records	How will you recover the records? Alternative Measures in Place
Computer records/data and location	Back-up records are held on the 'cloud' and can be accessed remotely
Financial Records	A copy of the backed-up finance records is saved on the Clerk/RFO laptop and backed up to the cloud.

Critical paper records/information and location	Stored in Clerk's filing cabinet, scanned to cloud and/or held in archives.
Passwords	A record of all passwords is kept on the Clerk's laptop and backed up to the cloud. The Chair also has a copy of them.
Keys	The clerk has a set of keys to the building and notice boards. The Vice Chair also has keys to the building and notice boards.

5. RECOVERY OF KEY EQUIPMENT

Listed below are the essential equipment the council may need to replace if lost, or if the Council had to move to an alternative site;

- Critical IT records and data
- Specialist IT equipment
- Computer software (including printing)
- Pension/ HMRC data
- Payments/ wages/ financial information

6. RECOVERY ACTIONS

- Advise all councilors
- Activate the continuity plan
- Activate alternative premises, equipment as required
- Review diary and other commitments
- Advise insurance provider
- Complete recovery log

7. IMPLEMENTATION

A copy of essential information, including the Business Continuity Plan is held by the Chair and Clerk to the Council at their home address. No other Councilor or member of staff has access to this information.

Dated: Sept 23

Approved: Sept 23

Review: Sept 24