

# ORSTON PARISH COUNCIL



## BUSINESS CONTINUITY PLAN

Date of Review/Update/Approval	29 <sup>th</sup> April 2026
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Signed:	



# Orston Parish Council Business Continuity Plan

## SCOPE

The Civil Contingencies Act 2004 places a duty on a local authority that it is prepared, as far as reasonably practical, to continue to provide functions/services in the event of a disruption by whatever cause. Whilst this is not a statutory duty for a Parish Council, it is Orston Parish Council's 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 the Council. This 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 the Council's area of responsibility.

## Core Business of Orston Parish Council

The Council provides local services to its electorate which includes the provision/oversight of:

- Website, notice board, newsletter information and the use of other social media to communicate important and relevant matters
- Signs, salt bins, benches, street lighting and waste bins
- Footpaths
- Public toilets
- Maintenance of grass verges
- Provision of defibrillators
- Acting as a consultee on planning applications to represent the best interests of the town
- Managing the finances of the Council and using the precept for the benefit of the community
- Liaising with Nottinghamshire County Council, Rushcliffe Borough Council and other partner organisations on issues that affect the village.

## Potential causes of disruption:

### Damage caused by-

- a) Storm, tempest, flood and snow
- b) Fire
- c) Terrorism
- d) Air crash

### Failures to-

- a) Equipment
- b) Public services

**Losses of-**

- a) Staff through death, illness or injury or resignation, whilst on or off Council duty
- b) Councillors by any reason which leaves the Council inquorate

<b>Event</b>	<b>Minimise Impact</b>	<b>Immediate Action</b>	<b>Continuity</b>	<b>Longer Term</b>
Loss of Clerk due to sudden/ longer term illness, incapacity or resignation etc..	Ensure staff are aware of their responsibilities Ensure rolling program is up to date and all key tasks are listed Access to log ins and passwords is available	Chairman and Vice Chairman to be informed. Chairman to inform Council. Call extraordinary meeting to confirm appointment of temporary cover.	Recruit temporary replacement. Seek and employ permanent Clerk	Review procedures to ensure minimal impact from loss.

Loss of Councillors due to multiple resignations (causing Council to be inquorate)	Co-option of Councillors who may be in reserve.	Clerk to inform remaining. Clerk to inform CC's Returning Officer.	CC to decide on temporary working strategy for Council business to be maintained followed by the instigation of a by election or cooption procedure	Council to review procedures for recruitment of Councillors
Loss of Council documents due to fire, flood or other causes	Scan or photocopy documents and keep in separate secure place Provide secure storage of paper documents.  Investigate going paperless	Clerk to inform Council and insurance company if necessary.	Council to monitor	Monitor procedures to ensure continued security by using cloud based storage through MS365 and 'Easy PC'

Loss of Council electronic data due to fire, fault or breakdown	Ensure the regular backup is carried out by use of separate drives kept remotely and to the cloud	Clerk to inform Council and insurance company if necessary.	Council to monitor	Ensure suitable cloud based storage
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Loss of Ground Maintenance equipment due to theft, fault or breakdown	Maintain adequate insurance cover. Ensure regular maintenance carried out.	Report theft to police and insurance company. Report loss to insurance company.	Arrange hire of equipment. Arrange purchase of new equipment within current financial regulations.	Review risk assessment and security of equipment and maintenance schedule
Local Disaster	Maintain adequate insurance cover. Have Council Emergency Plan (CEP) in place and available.	Contact emergency services. Activate CEP.	Call extraordinary meeting to discuss if any action required.	Review risk assessment and CEP