

GREAT & LITTLE BROUGHTON PARISH COUNCIL BUSINESS CONTINUITY PLAN

Name: Great & Little Broughton Parish Council

Address: c/o Clerk, 31 Cortland Road, Nunthorpe, TS7 0JX

Contact telephone no: 07834 277282

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. This document is the Council's record of information and actions the Council would take to help prepare for emergencies or serious business disruptions to enable the council to recover as quickly as possible afterwards. A copy is kept by the Chair (and handed over when the Chair resigns to the new Chair) and the Clerk.

This Business Continuity Plan is the property of:	Great & Little Broughton Parish Council
Adopted by Great & Little Broughton Parish Council on	
Next review date: to be bi-annual	

PLANNING ACTIONS

Loss or disruption to the Council:		
Loss	Disruption	Action
Staff	Key staff are off work due to sickness	Temporary Staff are employed for periods of long-term sick. A staffing contingency figure is included in the budget to cover temporary staff for periods of long-term sick leave
	Threat of sickness (widespread virus)	Staff are required to work from home and given the relevant equipment and permission to perform their tasks from home
	Workstation	A workstation risk assessment to be completed for home working by the employee
	Key staff resign	Chairman holds a recruitment folder with template job advert, job description, person specification and application form. YLCA to provide advice on recruitment and aim to employ a qualified clerk or someone who will work towards CiLCA qualification. Support from YLCA for local council sector advice.
IT and Data	IT equipment is damaged irrecoverably, and backups have not worked	Information is saved on a cloud as well as on IT equipment and hard drive backups
Suppliers	Companies cease trading	New suppliers are found
Equipment	Photocopier ceases to work.	Work is emailed/scanned and printed elsewhere

EMERGENCY CONTACTS

Listed here 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	Phone	Personal Email
Chair		
Clerk	07834 277282	angela_livingstone@ntlworld.com

BUSINESS CONTACTS

Listed here are the Council's key customers and suppliers; they will be contacted in the event of an emergency or serious business disruption.

Contract details	Company	Contact	Telephone No.
Website Host/Provider	Squeazyweb domain name renewed until Jan 2030	louise@squeasyweb.co.uk	07841 488461

INSURANCE AND BANK DETAILS

Company	Other info	Policy Ref/Bank Account Details
Community First Insurance	Email- clear councils Telephone: 03300130036 Email: councils@thecleargroup.com	LC002334
Lloyds Bank	Unity Bank	Sort code 608301 ac 20418737
VAT details		Ref XNV126000103810
HMRC		Employers ref 120PP02787701

OTHER USEFUL TELEPHONE NUMBERS

Organisation	Contact Name	Telephone No.
Payroll provider	Chuhan & Singh - Karissa	01642 244090 info@chuhan&singh.co.uk
S J Ward	Grasscutter etc	stejamesw321@icloud.com
'Principal Authority'	North Yorkshire various	cllr.bryn.griffiths@northyorks.gov.uk 01642 711572

RECOVERY ACTIONS

RECOVERY OF ESSENTIAL BUSINESS RECORDS

Business Records	How will you recover the records? Identify any alternative measures in place
Computer records / data and location	Back-up records held and stored at an alternative location. Back-up records are held on the 'cloud' and can be accessed remotely
Diary	Only meeting dates stored
Financial Records	A copy of the backed-up finance records is saved on the Council's 'cloud' storage system The Council's laptop has its financial platform or package downloaded and the finance reports can be provided.

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

RECOVERY - KEY EQUIPMENT NEEDED

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

Essential Equipment - Computer
Critical IT records and Data – including personnel records
Specialist equipment

Computer software
Pension and HMRC data

RECOVERY ACTIONS
Advise all Councillors
Activation of Business Continuity Plan
Inform and allocate actions to Staff
Inform key suppliers and customers and provide a recovery timescale
Activate alternative suppliers, premise, equipment
Review diary and customer commitments
Advise insurance provider
List of key dates; Insurance Policy renewal date 27th September ; agree budget and precept demand to Principal Authority by 31st December ; staff to be paid monthly by bank transfer. Hall bookings to Jeff French a.french272@btinternet.com MEETINGS HELD 2 ND MONDAY OF MONTH AT 7PM. Newsletter info to be sent to David kjbchurchnewsletter@gmail.com by 18th

RECOVERY LOG

Below is a record of all the events, actions, and decisions the Clerk/Proper Officer of the Council has taken.

Date/Time	Action	Action By	Complete

Additional Notes

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Adopted by Council:

Review date:

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