



Sprotbrough and Cusworth Parish Council

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POLICY TITLE

Business Contingency Plan

ADOPTION DATE

15th October 2020

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 Sprotbrough and Cusworth Parish Council's (the 'Council') important information and actions the Council would take to help the Council in an emergency or serious business disruption and can recover as quickly as possible afterwards.

POLICY

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. All site staff can work at all sites if required to cover. Relief site supervisor in post for Goldsmith Centre. All office staff including the Clerk, Deputy Clerk and RFO can undertake each other's duties if required including critical financial processes. Each will substitute for each other should the need arise.

	<p><i>Threat of sickness (widespread virus)</i></p> <p><i>Work Station</i></p> <p><i>Key staff resign</i></p>	<p><i>Staff are requested to work from home and given the relevant equipment to perform their tasks from home.</i></p> <p><i>A work station risk assessment to be completed for home working</i></p> <p><i>Recruit through local advertising, newsletter and job sites. 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.</i></p>
IT and Data	<i>IT equipment is damaged irrecoverably, and backups have not worked</i>	<i>Information is saved on individual computers as well as on hard drive/ cloud backups for each machine.</i>
Building(s) staff work from	<i>Inability to access the Council office due to fire, flood or other disaster</i>	<i>Staff can work from home, with access to emails and files – all password protected.</i>
Suppliers	<i>Companies cease trading</i>	<i>New suppliers are found</i>
Customers	<i>Local Groups that hire the Pavilions/Community Centre – loss of income</i>	<i>The Community Centre/ pavilions are available for hire and this is advertised locally, on the website, newsletter, social media, notice boards and in the local paper.</i>
Utilities	<i>Gas, Electric and Water are disconnected</i>	<i>Homeworking commences. The office is closed until such time that the utilities are reconnected</i>
Equipment	<p><i>Photocopier ceases to work</i></p> <p><i>Fire alarm and Intruder alarm breaks down</i></p>	<p><i>Work is emailed/scanned and printed elsewhere</i></p> <p><i>The maintenance contractor is called out to repair the alarm systems immediately.</i></p>

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
Chairman (Tony Nicholson)	
Clerk (Emma Garner)	
Vice Chairman (Tony Rawlings)	
RFO (Zoe Attridge Chambers)	
Deputy Clerk (Tom Hinds)	

BUSINESS CONTACTS

Listed below 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.
Gas/electricity	British Gas		0333 202 9580
Water	Business Stream		0345 1242420
Telephone/ Internet	BT		0845 6006156

INSURANCE AND BANK DETAILS

Company	Contact	Telephone No.	Policy number
BHIB	BHIB Councils Enquiries enquiries@bhibcouncils.co.uk		LCO02435
Co Operative		03457 213213 Current Account	
Co-Operative		03457 213213 Business Select Instant Account	

Nationwide Building Society		0800 665511 Business 95 Day Saver	
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OTHER USEFUL CONTACT DETAILS

Organisation	Contact name	Contact details
YLCA		01904 736622
Mat and Mouse – IT support	Ian	
Ian Carpenter (social media/ website)		

RECOVERY ACTIONS

RECOVERY OF ESSENTIAL BUSINESS RECORDS

Business records	How will you recover the records? Alternative measures in place
<i>Computer records / data and location</i>	<i>Back-up records held and stored at an alternative location Back-up records are held on the 'cloud' and can be accessed remotely</i>
<i>Diary</i>	<i>Calendar can be accessed via individual laptops</i>
<i>Financial Records</i>	<i>A copy of the backed-up finance records is saved on the RFO laptop and backed up by an external hard drive.</i>
<i>Critical paper records / information and location</i>	<i>Deeds and such are stored e.g. in a fireproof safe in the Goldsmith Centre office.</i>
<i>Passwords</i>	<i>A record of all passwords to equipment and the building are kept in the fireproof safe. The key to the safe is held personally by the clerk and deputy clerk.</i>
<i>Keys</i>	<i>A fireproof key safe holds the keys to all building. It is located on the wall in the Parish Council office next to the fire extinguisher. The clerk and deputy clerk also have a full set of keys. The RFO has a set of keys for the Goldsmith Centre, site staff have a set of keys to the building which is their primary place of work.</i>
<i>Payroll/ HR</i>	<i>All payroll/ HR information is stored on the RFO laptop which is backed up. Hard copy HR files are stores in locked cupboard in Parish Council office.</i>

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

RECOVERY ACTIONS

- Advise all councillors
- Activate the continuity plan
- Inform and allocate actions to Staff
- Inform key suppliers and customers
- Activate alternative suppliers, premises, equipment as required
- Review diary and other commitments
- Advise insurance provider
- Complete recovery log

IMPLEMENTATION

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

POLICY REVISION DATE

Policy revised August 2024
Next policy revision date August 2025

This document shall be reviewed annually; or upon any changes to legislation; or subject to the requirements of Sprotbrough and Cusworth Parish Council.

RELATED POLICIES AND STRATEGIES

Standing Orders
Financial Regulations