



Colney Heath Parish Council

BUSINESS CONTINUITY PLAN (BCP)

Responsibility:	Finance & Governance/Full Council
Review Cycle:	Annually or earlier in the event of legislative/management changes
Date of Adoption:	November 2020
Date of most recent review:	October 2021
Date of next review:	October 2022

Scope

The Civil Contingencies Act 2004 places a duty on a **principal authority** (i.e County or District Councils) that it is prepared, as far as reasonably practical, to continue to provide critical functions/assistance in the event of a disruption. Whilst this is not a statutory duty for a Parish Council, it is the intention of Colney Heath Parish Council (the Council) to recognise the importance of producing and maintaining a Business Continuity Plan (a BCP) for implementation in the event of disruption to the day to day running of the Council.

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. This plan 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.

Major Incident Response.

Such incidents by definition have a far wider impact than the parish of Colney Heath and the Council would not be the responsible authority for managing the recovery programme. Nevertheless, the Council is prepared to give every practicable assistance to the responsible authority to help speedily and effectively mitigate the impact of any major incident on its residents.

Core Business of the Council

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

- Common Ranger services for Colney Heath Common
- Riparian of River Colne
- Website and Notice board information
- Provision of recreation ground, community spaces and children's play areas
- Signs, benches, grit bins, litter and dog waste bins and bus shelters.
- Council office facilities in one area of the Parish.



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Possible Causes of disruption

- **Damage** caused by fire, flood, storm, and snow
- **Failures** to equipment and of services
- **Losses** could include the following:
 - Staff, through death, illness, or injury whilst on or off Council duty
 - Staff, through resignation
 - Councillors through death, illness, or injury whilst on or off Council duty
 - Councillors, through resignation which leaves the Council inquorate
 - Equipment through theft, breakage, or major damage
 - Council records through theft, corruption of files, or events listed above
 - Parish Office facilities through Damage by natural or man-made events

If the Clerk is not available the Chair, or in the absence of the Chair, the Vice-Chair, or a Councillor of the Parish Council nominated by the Chair or Vice-Chair shall implement the “Clerk not available” actions.

Review of plan

- The Business Continuity Plan to be reviewed on an annual basis.
- The Clerk to check that all the contact details are current and correct
- The Council to consider whether the critical activities, key risks and contingency plan actions are comprehensive and sufficient
- An updated Business Continuity Plan to be given to every Councillor



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The table below identifies risks to the Council, how that risk is mitigated and a business recovery timeline

Timeline	Mitigation	24 Hours	Within 7 Days	Within 1 Month	Within 3 Months
Recovery Steps → Event ↓	Plan to minimise impact	Immediate Response & Actions	Parish Council Response	BUSINESS CONTINUITY Rebuild Confidence	
Loss of Clerk or due to sudden/long term illness, incapacity or death, resignation, or dismissal	Training of staff in key tasks. Access to logins and passwords is available	Clerk to Inform Chairman if possible. Inform members of the HR Committee	Alternative Clerk to provide cover in short term. Council to decide on temporary cover strategy	Provide replacement and or begin recruitment procedures Council to review position and procedure for improvements	
Death or serious injury to member of staff whilst carrying out Council duties or prolonged absence of staff	Training of staff in all activities requiring H&S certification. As above	Inform Clerk and Chairman who will report to the F&G/HR Committees Clerk to inform insurance company. Inform HSE (if req'd.)	Clerk to advise on temporary cover strategy and response to HSE (if req'd) and insurance company.	Provide replacement and/or begin recruitment procedures Council to review position and procedure for improvements	



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Loss of Councillors due to multiple resignations (causing Council to be inquorate)	Co-option of Councillors	Clerk to Inform all remaining members of Council and employees. Clerk to inform SADC Returning Officer	SADC will confirm temporary working strategy for immediate Council business		
Loss of staff members due to resignation or dismissal	Action to be take as soon as possible, regular communication with staff.	Clerk to inform Chairman. Report to HR Committee to advise on temporary cover.		Provide replacement and/or begin recruitment procedures Council to review position and procedure for improvements	
Loss of Parish Office due to natural events or man-made events	See below for loss of documents, electronic data, equipment	Inform Clerk and Chairman who will report to the F&G/HR Committees and Clerk to inform insurers and HSE	Clerk to advise on temporary cover strategy using home working		



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Loss of Council documents due to fire	CLOUD storage. Scan or photocopy key documents into shared drives	Clerk to inform Chairman and Inform insurance company.	Council to review position	Report incident to Full Council Meeting	
Loss of Council electronic data due to fire, flood, breakdown, or theft	CLOUD storage. Ensure regular backups are carried out.	Clerk to inform Chairman Clerk to inform Information Commissioner (ICO) if personal data has been compromised	Install backup files on temporary equipment	Report incident to Full Council Meeting. Provide replacement equipment	Council to review position and procedure for improvements
Loss of Council equipment due to theft or breakdown	Ensure regular backups are carried out.	Inform Clerk and Chairman. Report theft to police and insurers and ICO if necessary	Replace in line with current financial regulations	Report incident to Full Council Meeting. Approve replacements.	Council to review position and procedure for improvements
Major Incident	Refer to SADC or HCC guidance on Major Incident Protocols	Inform all members of Council/Clerk/ Employees Contact with relevant emergency services if appropriate	Advise community via notices, website, email of the issue and impact on facilities.	Chair to call extraordinary meeting if deemed necessary.	Council to review position and procedure for improvements



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Financial loss	Risks assessed in line with Council Financial Risk Management Policy adopted 24 September 2020 - review annually.	Refer to Financial Risk Management Policy	Refer to Risk assessment and Management policy	Refer to Risk assessment and Management policy	Refer to Risk assessment and Management policy



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Emergency Contacts

Contact	Name	Company/Location Contact details
Trees Fallen/Danger	Landowner Hertfordshire County Council St Albans District Council	To be updated
Play equipment Broken/Danger Vandalised	Parish Clerk	01727 825314 clerk@colneyheathparishcouncil.gov.uk
Street furniture Broken/Danger	Parish Clerk	01727 825314 clerk@colneyheathparishcouncil.gov.uk
Roads. Pavements, street signs etc	Hertfordshire County Council Highways Dept.	Details will be added to final document
Road name plates	St Albans District Council	Email address
Waste disposal/Fly tipping. Fly posting & abandoned vehicles Recycling centres		To be updated
Death or serious injury of an Employee whilst on Council business	Health & Safety Executive (HSE)	0845 300 9923
Hertfordshire Police		Non-emergency 101 Emergency 999
Fire and Rescue		999
Local hospitals		Barnet, Lister QE2
Gas Emergencies	National Grid	0800 111 999



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Contact	Name	Company/Location Contact details
Electrical Emergencies	National Grid	0800 404 090
St Albans District Council	Switchboard	0345 608 0190
Herts County Council	Switchboard	0300 123 4040
North Mymms Parish Council	Parish Clerk	01707 268418
London Colney Parish Council	Parish Clerk	01727 261101
Ridge Parish Council	Parish Clerk	Charlotte@canonburyantiques.com