

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



Business Continuity Plan

1.0 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 Colney Heath Parish Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions, the immediate responses, the procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.

2.0 Core Business of Colney Heath Parish Council

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

- Website, notice boards, newsletter information and the use of other social media to communicate important and relevant matters
- Signs, benches, dog, and waste bins
- Provision of recreation grounds and play areas
- Open spaces
- Maintenance of the Colney Heath Common Nature Reserve
- Bus Shelters
- Contractors
- Full range of Parish Council services
- Acting as a consultee on planning applications to represent the best interests of the parish
- Managing the finances of the Council and using the precept for the benefit of the community
- Liaising with St Albans District Council and other partnership organisations on issues that affect the parish

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3.0 Potential causes of disruption:

3.1 Damage caused by

- a) Storm, tempest, flood and snow
- b) Fire
- c) Terrorism
- d) Air crash
- e) Pollution or Environmental disaster

3.2 Failure to-

- a) Equipment
- b) Utilities
- c) Public Services

3.3 Losses of-

- a) Staff/Councillors through death, illness or injury or resignation, whilst on or off Council duty
- b) Equipment theft breakage or major damage
- c) Loss of Council records through theft, fire or corruption of files
- d) Councillors by any reason which leaves the Council inquorate

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Timeline	Mitigation	24 hours	Within 7 days	Within 1 month	Within 3 months
Recovery Event	To minimise impact	Immediate response & actions	Response as required by PC procedures	Business Continuity to rebuild confidence	
Loss of Clerk due to sudden/longer term illness, incapacity or death	Log ins and passwords. Sealed envelope to be opened in presence of Council officer and the Chair of Council	Chairman to be informed. Chairman to inform all members of the Staffing Committee	Full Council to decide on temporary cover strategy	Report to Full Council. Provide replacement and/or begin recruitment procedures	Review position and procedure for improvement
Death or serious injury to member of staff whilst carrying out Council duties	Training of staff in all activities requiring Health & Safety	Chairman to inform all members of Staffing Committee. Clerk to inform HSE and insurance company	Full Council to decide on temporary cover strategy and response to HSE, if necessary and insurance company	Provide replacement and/or begin recruitment procedures	Review position and procedure for improvements
Loss of Council membership due to multiple resignations (causing Council to be inquorate)	Co- Option of Cllrs	Clerk to inform all remaining members of Council Inform St Albans District Council Monitoring Officer.	St Albans District Council to decide on temporary working strategy for immediate Council business	Instigate by-election procedure/co-option procedure as advised by St Albans District Council.	Review position and procedure for improvements
Loss of Clerk due to resignation or dismissal	Regular communication meetings. Annual appraisals	Contact HAPTC for provision of support staff.	Full Council to decide on temporary cover	Process of recruitment or temporary cover. Provide replacement	Review position and procedure for improvements

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Event					
Loss of Council documents due to fire	CLOUD Storage	Clerk to inform Chairman. Inform Insurance company.	Council to review position.	Report incident to Full Council meeting.	Review position and procedure for improvements
Loss of Council electronic data, due to fire, flood, breakdown of theft	CLOUD storage	Clerk to inform Chairman.	Install back up files on portable hard drive	Report incident to Full Council. Provide replacement equipment.	Review position and procedure for improvements
Loss of Council equipment due to theft or breakdown	CLOUD storage	Clerk to inform Chairman. Report theft to police and insurance company. Decide on immediate replacement.	Replace in line with current financial regulations.	Report incident to Full Council. Provide replacement equipment.	Review position and procedure for improvements
Financial loss	Risk assessed in line with Financial Risk Assessment – adopted TBC	Risk assessed in line with Financial Risk Assessment – adopted TBC	Risk assessed in line with Financial Risk Assessment – adopted TBC	Risk assessed in line with Financial Risk Assessment – adopted TBC	Risk assessed in line with Financial Risk Assessment – adopted TBC
Damage to Parish Office Council	Maintain adequate insurance cover	Carry out risk assessments Clerk to inform insurance company	Chair to be informed and report to Council	Use of alternative premises or admin team to work from home	Review procedures to ensure improvements Review risk assessments

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4.0 Other information:

- The Clerk is the first point of contact for all emergencies and business continuity actions.
- The Clerk is to implement all business continuity actions with the exception of the “ Clerk” not available actions.
- If the Clerk is not available and urgent action is required the Chair, Vice- Chair or member nominated by the Chair, shall implement all business continuity actions.
- If the Clerk is not available the Chair, or in his/her absence of the Chair, the Vice-Chair, or a member of the Parish Council nominated by the Chair or Vice-Chair shall implement the “Clerk not available” actions.

Position	Name	Email address	Contact Number

Table to be populated by agreement of Council and those named.

5.0 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
- Colney Heath Parish Council to consider whether the critical activities, key risks and contingency plan are comprehensive and sufficient
- An updated Business Continuity Plan to be given to every member

Adopted at Full Council:

Minute No:

Review: