

SLAPTON PARISH COUNCIL BUSINESS CONTINUITY PLAN: February 2024 – Approved 04.03.24, minute reference XXX

Slapton Parish Council's (the Council's) Business Continuity Plan will be implemented in the event of disruptions to the day to day running of the Council. The plan identifies events with the potential to cause disruption, mitigation measures and responses required to minimise the disruption and maintain continuity of service.

Event	Mitigation	Within 24 hours	Within 7 days	Within 1 to 3 months
Loss of Clerk/RFO due to death, sudden/ long term illness, incapacity, resignation or dismissal.	<ul style="list-style-type: none"> • Passwords, bank details, keys and other important contact details stored in sealed envelope to be opened by the Chair in presence of another Cllr. 	<ul style="list-style-type: none"> • Chair to be informed and to inform other Cllrs. 	<ul style="list-style-type: none"> • Chair to allocate essential tasks to Cllrs for business to continue. • Chair to contact SLCC/DALC for support to recruit temporary/locum Clerk/RFO. 	<ul style="list-style-type: none"> • Recruit permanent Clerk/RFO.
Loss of Cllrs due to multiple resignations (causing Council to be inquorate)	<ul style="list-style-type: none"> • Reserve Cllrs, who fulfil the requirements, identified to be approached to temporarily fill vacancies if required. 	<ul style="list-style-type: none"> • Clerk to notify remaining Cllrs and South Hams District Council (SHDC) Monitoring Officer. • Clerk to remove access to Council's Microsoft 365 OneDrive, Teams and SharePoint of outgoing Cllrs. 	<ul style="list-style-type: none"> • Monitoring Officer to expedite recruitment of temporary Cllrs and consult with SHDC full council for approval to do so. 	<ul style="list-style-type: none"> • Instigate election/co-option procedure as advised by SHDC's Monitoring Officer to recruit permanent Cllrs.
Loss of Council's paper documents due to theft, fire, flood or other reasons	<ul style="list-style-type: none"> • Archive material held at the Records Office, Exeter. • Current documents stored in locked, fire-proof filing cabinet. • Important documents scanned and stored electronically. 	<ul style="list-style-type: none"> • Clerk to inform Council. • Clerk to inform police if theft. 	<ul style="list-style-type: none"> • Clerk to inform insurance company. 	<ul style="list-style-type: none"> • Repair/replacement of lockable, fire-proof filing cabinet if needed in accordance with any budget restraints and the Council's Financial Regulations).
Loss of Council's electronic documents due to fire, flood, viruses/corruption or hacking	<ul style="list-style-type: none"> • Electronic files stored on OneDrive and accessible via SharePoint from any computer. • The Council has additional 'Cloud' backup covering OneDrive, Teams and SharePoint. • Install Microsoft updates routinely. • Clerk and Cllrs Microsoft 365 accounts (including Outlook 	<ul style="list-style-type: none"> • Clerk to inform Council. • Clerk to inform police if theft. • Clerk to inform IT support and website provider if viruses/corruption or hacking. • Clerk to inform ICO if personal data compromised. 	<ul style="list-style-type: none"> • IT support to restore back up version of electronic documents. • Clerk to inform insurance company (if appropriate). 	<ul style="list-style-type: none"> • Review any lessons learnt and agree improved control measures.

Event	Mitigation	Within 24 hours	Within 7 days	Within 1 to 3 months
	<p>email) are password protected.</p> <ul style="list-style-type: none"> Confidential documents are password protected. Virus protection software installed on all computers used by Clerk and Cllrs. 			
Loss of Council equipment due to theft, fault or breakdown at Clerk's home office	<ul style="list-style-type: none"> Adequate security maintained at Clerk's home office. Adequate insurance cover held. 	<ul style="list-style-type: none"> Clerk to inform Council. Clerk to inform police if theft. 	<ul style="list-style-type: none"> Clerk to inform insurance company. 	<ul style="list-style-type: none"> Repair/replacement of equipment (in accordance with any budget restraints and the Council's Financial Regulations).
Local disaster	<ul style="list-style-type: none"> Resilience plan in place for emergencies. 	<ul style="list-style-type: none"> Clerk to notify emergency services. Clerk to inform Council and notify them that the resilience plan will be implemented. All Cllrs to fulfil roles and responsibilities set out in resilience plan. 	<ul style="list-style-type: none"> Clerk to update community via website, social medial and notices/noticeboards. Chair to call extraordinary meeting to review current position and agree next steps. 	<ul style="list-style-type: none"> Review resilience plan, lessons learnt and agree any improvements.