



Odiham
Parish Council

BUSINESS CONTINUITY PLAN

Adopted on 3 September 2018
Revised 23 March 2020

1. Introduction

OPC has recognised the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the Council. This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within Odiham Parish Council's area of responsibility.

2. Core Business of Odiham 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
- Parks and Open Spaces including 4 play areas
- Benches
- Waste bins in the play areas
- King Street cemetery
- Allotment site in Hook Road
- King Street public toilets
- The Parish Room
- Christmas trees and lights in the High Street
- The Stocks and War Memorial
- Issuing of grants twice a year
- Lengthsman works – the Lengthsman is funded by HCC
- Acting as a statutory consultee on planning applications
- Managing the finances of the Council and using the precept for the benefit of the community
- Liaising with the District and County Councils and other partner organisations on issues that affect the parish

3. Potential causes of disruption:

- Storm, tempest, flood and snow
- Fire
- Terrorism
- Widespread electricity loss
- Pandemic Virus
- Industrial accident
- Loss of Staff through death, illness or injury or resignation, whilst on or off Council duty
- Resignation of Cllrs by any reason which leaves the Council inquorate

4. Potential Impact and Continuity Plan

	Event	Minimise Impact	Immediate Action	Continuity	Longer Term
1	Loss of Clerk due to death, sudden/ long term illness, incapacity or resignation	a) Ensure office, admin and meeting procedures are clearly documented and kept in secure place which is known to Chair/Vice Chair. b) Ensure rolling program is up to date and all key	a) Chairman and Vice-Chairman to be informed. b) Call extraordinary meeting to confirm appointment of temporary cover and/or motion to delegate decision making. c) Call staffing	a) Recruit temporary or permanent replacement as a matter of urgency.	a) Training other staff. b) Succession planning. c) Review procedures. d) Regular Councillor training.

		<p>tasks are listed.</p> <p>c) Ensure key contacts list is kept up to date.</p> <p>d) Access to log ins and passwords are available via the IT consultant.</p>	committee asap to discuss options.		
2	Death or serious injury to member of staff whilst carrying out Council duties	As above.	<p>a) Clerk to liaise with Chair re liaison with next of kin and informing the Council.</p> <p>b) Clerk/Chair to inform the insurance company.</p> <p>c) Clerk/Chair to inform HSE if necessary & co-operate with any investigation as a high priority.</p>	<p>a) Recruit temporary or permanent replacement as a matter of urgency.</p>	<p>a) Review and risk assess procedures, working practices and method statements to minimise future risk.</p>
3	Loss of Cllrs due to multiple resignations (causing Council to be inquorate).	<p>a) Co-option Policy.</p> <p>b) Keep up-to-date with Electoral Services rules and regulations.</p>	<p>a) Clerk to inform remaining Cllrs and employees of the Council.</p> <p>b) Clerk to inform the Returning Officer at Hart DC and follow by-election rules, if required.</p>	<p>a) Follow by-election process.</p> <p>b) Follow co-option process, if possible.</p> <p>c) Hart DC to decide on temporary working strategy for Council business.</p>	<p>a) Council to review procedures, training and working practices to retain Cllrs.</p>
4	Loss of Council documents due to fire, flood or other causes.	<p>a) Server files backed up and back-up disk stored off site.</p> <p>b) *Important documents scanned and saved on server.</p> <p>c) Paper files stored in metal cabinets.</p> <p>d) Staff laptops stored at home.</p> <p>e) Office 365 email accounts backed up on Cloud.</p>	<p>a) Clerk to inform Council and insurance company if necessary.</p>	<p>a) Council to discuss at next meeting.</p>	<p>a) Review procedures to ensure improvements and security.</p>
5	Loss of Council equipment due to theft, fault or breakdown.	<p>a) Sufficient budgets for rolling program to replace key equipment.</p> <p>b) Ensure service and maintenance contracts are in place for key equipment.</p> <p>c) Standing Orders & Financial Regs allow delegated authority for emergency expenditure.</p>	<p>a) Decide on immediate replacement.</p> <p>b) Report theft to police and insurance company.</p>	<p>a) Maintain asset register.</p> <p>b) Keep key equipment under review.</p> <p>c) Build reserves to cover replacement costs at end of life expectancy.</p>	<p>a) Include key equipment in 3-5 year plans.</p>

6	Damage to Parish office or Parish Room.	<ul style="list-style-type: none"> a) Maintain adequate insurance cover. b) Carry out fire risk assessment. c) Ensure staff working practices don't increase risk. d) Staff keep laptops at home. 	<ul style="list-style-type: none"> a) Clerk to inform insurance company and Council. b) Notify Parish Room users. 	<ul style="list-style-type: none"> a) Use alternative premises for administrative work or admin team to work from home. b) Work with insurer & contractors to arrange timely repairs. c) Use alternative premises for meetings. 	<ul style="list-style-type: none"> a) Regular review of insurance policy to ensure adequate cover. b) Regular asset valuation. c) Review risk assessment.
7	Staff unable to get to work due to adverse weather conditions or following national advice to self isolate or quarantine.	<ul style="list-style-type: none"> a) Staff laptops have access to all OPC files and are kept at home b) All staff have contact details for each other. c) Chair & Vice Chair have contact details for Clerk. d) Method in place to keep up to date with national and sector guidance. e) Selected Councillors issued with office and parish room keys. f) Process to allow selected Councillors to have access to office procedures. 	<ul style="list-style-type: none"> a) Clerk to advise the Chair/Vice Chair of the situation. b) Clerk to update the website to advise residents that the parish office may be closed. c) Staff to contact the Clerk if they are unable to get to work. d) OPC to allow staff the right to follow national guidelines. e) Consider whether an EGM is required to delegate decision making. 	<ul style="list-style-type: none"> a) Keep position under constant review. b) Maintain business continuity where possible by working at work. 	<ul style="list-style-type: none"> a) Review procedures to ensure improvements.

Important documents to be scanned

Important documents to be scanned and stored in a secure location on the server include:

- Staff contact details
- Staff next of kin details
- External contacts – including the accountants and auditors details
- Land registry documents
- Leases/tenancy agreements
- Bank account details