

## Appendix A – Business Continuity Plan

This plan has been prepared to document Swanmore Parish Council’s (“SPC”) procedures to ensure business continuity should an event occur that would cause an interruption to the business of the Council.

The table below identifies risks in the Parish BCP, how that risk is mitigated and a business recovery timeline.

<u>Timeline</u>	<u>Mitigation</u>	<u>24 Hours</u>	<u>Within 7 Days</u>	<u>Within 1 Month</u>	<u>Within 3 Months</u>
<b>Recovery Steps →</b>  <b>Event ↓</b>	<b>Plan to minimise impact</b>	<b>Immediate Response &amp; Actions</b>	<b>Response As prescribed by Parish Council</b>	<b>BUSINESS CONTINUITY Rebuild Confidence</b>	
<b>Loss of Executive Officer due to sudden/long term illness, incapacity or death</b>	Training of RFO in in key tasks.	RFO to Inform Chairman of SPC.  Inform Staffing Sub-Committee.	RFO to provide cover in short term. Full Council to decide on temporary cover strategy.	Temporary cover strategy to be implemented.	Provide replacement and/or begin recruitment procedures.
<b>Death or serious injury to member of staff whilst carrying out Council duties or prolonged absence of staff</b>	Training of staff in all activities requiring H&S certification.	Inform EO and Chairman who will report to the Staffing Sub-Committee  EO to inform insurance company.  Inform HSE (if req’d.).	EO 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.
<b>Loss of Council membership due to multiple</b>	Co-option of Councillors.	EO to Inform all remaining members of Council and Employees.	WCC to decide on temporary working strategy for immediate		WCC to instigate by-election / co-option procedure

<b>resignations (causing Council to be inquorate)</b>		EO to inform Winchester City Council.	Council business.		
<b>Loss of staff members due to resignation or dismissal</b>	Contact HALC/SLCC for provision of support staff if required.	EO to inform Chairman. Report to Staffing Sub-Committee and advise on temporary cover.			Provide replacement and/or begin recruitment procedures.
<b>Loss of Council documents due to fire</b>	CLOUD storage used.	EO to inform Chairman  Inform insurance company.	Council to review position.	Report incident to Full Council Meeting.	Council to review position and procedure for improvements.
<b>Loss of Council electronic data due to fire, flood, breakdown or theft</b>	CLOUD storage used.	EO to inform Chairman	Install backup files on temporary equipment.	Report incident to Full Council Meeting.  Provide replacement equipment.	Council to review position and procedure for improvements.
<b>Loss of Council equipment due to theft or breakdown</b>	Back up laptop.	Inform Clerk. Report theft to police and insurers.  Decide on immediate replacement.	Replace in line with current financial regulations.	Report incident to Full Council Meeting.  Provide replacement equipment.	Council to review position and procedure for improvements.
<b>Financial loss</b>	Risks assessed in line with Council Risk Assessment adopted Policy adopted 8 May 2018.	Refer to Risk assessment.	Refer to Risk assessment.	Refer to Risk assessment.	Refer to Risk assessment.