

# Newton Flotman Parish Council Business Continuity Plan



## Notes

This document has been produced to enable the Parish Council to continue to function in the event of an unforeseen disruption.

The plan is based on the Parish Councils Risk Assessment which identified a risk of the Council being unable to conduct business due to unexpected circumstances concerning personnel, equipment and records:

	RECOVERY STEPS / TIMELINE			
REASON	24 HOURS	WITHIN 7 DAYS	WITHIN 1 MONTH	WITHIN 3 MONTHS
Loss of Clerk due to sudden accident or long-term illness/death	Chairman and Parish Councillors should be informed.	Chairman & Councillors need to decide on whether they can do the work between themselves, need temporary cover or permanent replacement	Arrangements should have been made for all correspondence to either be collected from Clerk's home or re-directed. <b>See note A</b>  In event of Clerks death Council will need to advertise for replacement.	Review situation and continue if necessary.  Ongoing recruitment process until suitable replacement found.
Loss of Clerk to Resignation	Chairman and Parish Councillors should be informed	Chairman and Councillors need to take action to advertise for replacement	In the event replacement can't be found before Clerk leaves, Council needs to agree on temporary cover. Arrangements should be made to collect all Parish Council property and re-direct mail. <b>See note A</b>	Ongoing recruitment process until suitable replacement found.
Loss of Full or Majority Council at election time or unexpected circumstance	Clerk will notify SNC who will have the power to co-opt councillors (usually District councillor(s)) to enable the Council to continue its business until the parish can vote or the council co-opt new councillors. Clerk should make suppliers aware of situation as there may be some delays in payment. Once new councillors appointed new bank mandates will need to be completed for cheque payment authorisation.			
Loss of Important Documents (Paper or Electronic) due to fire or theft	Inform Chairman and Parish Councillors If data breach has occurred the ICO informed if necessary.	Loss should be reported and recorded at next Parish Council Meeting. Parish Council records are stored on the parish council's computer and in cloud storage. <b>See Note B</b>		
Loss of Computer Equipment due to fire	Inform Chairman and Parish Councillors Inform insurance company <b>see Note C</b>	Need to arrange Council Meeting to agree to purchase new computer equipment. Make arrangements for all correspondence to be re-directed	New equipment should have been purchased and installed in temporary location. Hold review meeting to ensure adequate systems in place.	Review regularly until permanent location is found.

	<b>RECOVERY STEPS / TIMELINE</b>			
<b>REASON</b>	<b>24 HOURS</b>	<b>WITHIN 7 DAYS</b>	<b>WITHIN 1 MONTH</b>	<b>WITHIN 3 MONTHS</b>
Loss of Computer Equipment due to, theft or irreparable breakdown	Inform Chairman and Parish Councillors In case of theft inform police & Insurance company <b>see Note C</b>	Need to arrange Council Meeting to agree to purchase new computer equipment. Re-direct emails to Chairman	New equipment should have been purchased and installed.	

**Note A:** As the Parish Council has its own email domain name (newtonflotman-pc.gov.uk) this can be re-directed to any email address or internet service provider.

If correspondence cannot be collected from Clerk, arrangements will have to be made via Royal Mail to re-direct post addressed to the Council.

**Note B:** Parish Council records are stored on the parish council's computer and in cloud storage and backed up regularly to an external hard drive.

**Note C:** Insurance Company only needs to be informed if the Parish Council agrees to taking out additional insurance to cover Council assets.

Adopted July 2022  
Reviewed June 2025