

**EAST FARN DON PARISH COUNCIL
BUSINESS CONTINUITY AND EMERGENCY PLANNING**

Business Continuity

The 'Nominated Councillor' will be the Councillor best-placed to act at the appropriate time.

<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>
Recovery Steps → Event ↓	Plan to minimise impact	Immediate Response & Actions	Further Actions	BUSINESS CONTINUITY Rebuild Confidence	
Temporary Loss of Clerk due to sudden/long term illness or incapacity OR Permanent Loss of Clerk due to sudden resignation, dismissal or death	Nominated Councillor to take over key tasks Contact NALC for provision of support staff	Nominated Councillor to use Clerk's passwords to access Council records Clerk to inform Staffing Committee	Nominated Councillor to provide cover in short term. Full Council to decide on temporary cover strategy	Staffing Committee to arrange temporary cover seeking advice from NALC	As appropriate, Staffing Committee to consider performance management procedures and/or begin recruitment procedures
Loss of Council membership due to multiple resignations (causing Council to be inquorate)	Co-option of Councillors	Clerk to inform all remaining members of Council. Clerk to Inform Monitoring Officer	West Northants Council (WNC) to decide on temporary working strategy for immediate Council business	WNC to instigate by-election/co- option procedure	New Councillors appointed
Loss of Council electronic data due to fire, flood, breakdown or theft	Cloud storage	Clerk to inform Chair	Access Cloud files on temporary equipment	Report incident to Full Council Provide replacement equipment	
Loss of Council equipment due to theft or breakdown	Cloud storage	Clerk to inform Chair Contact Insurance company	Access Cloud files on temporary equipment	Report incident to Full Council Provide replacement equipment	

Emergency Plan

It is difficult to predict the type of emergency that might occur in the parish; incidents might include:

- Fire, e.g. significant areas of vegetation
- Extreme weather event
- Serious road collision
- Air crash
- Significant crime event

The resources available from the Parish Council include:

- Councillors' knowledge of the local area
- Councillors' knowledge of key contacts in the parish (e.g. those with specific skills, heavy vehicles, etc)
- Clerk's knowledge of local contacts (e.g. WNC and Police contacts)
- Clerk's knowledge of local population (i.e. access to Electoral Register)
- Council's immediate access to communication resources i.e. village website & Facebook page

In the event of an emergency, the usual agencies (e.g. emergency services, WNC, etc) would be contacted, respond and manage the emergency response.

The role of the Parish Council, particularly in the early stages, would be to:

- Use local knowledge to assist the agencies responding to the emergency
- Use local communication channels to provide information or seek further assistance/resources
- Coordinate efforts to respond to the emergency (e.g. potential use of the village hall as a form of shelter or briefing facility)

In the event of an emergency, every available Councillor would be expected to provide visible guidance and support to those affected in the Parish.