



BUSINESS CONTINUITY PLAN

1 Introduction

1.1 The Council does not deliver any direct services and therefore any disruption by whatever cause will have minimal impact on the public.

2 Reasons for the Continuity Plan

2.1 **Loss of Clerk/RFO (Responsible Finance Officer) due to long term illness, incapacity, resignation or dismissal**

2.1.1 The biggest risk to business continuity is the non availability of the Clerk/RFO due to an unplanned extended period of absence.

2.1.2 The Council is unable to legally fulfil its responsibilities as a public body without a Proper Officer and S151 Responsible Financial Officer, both statutory functions performed by the Clerk/RFO.

2.1.3 The Leader and Chair of the Council to meet with Deputy Clerk and staff group, arrange and call extraordinary meeting of the Full Council to agree appropriate actions.

2.1.4 Temporary replacement recruited via SLCC locum service. Recruitment of permanent replacement initiated as appropriate.

2.1.5 Key documents:

- Annual tasks handover form to Deputy Clerk (see attached Appendix 1)
- Credit card
- Internet banking access
- Bank mandate(s) to be updated
- Payroll records / access to payroll provider
- Mobile phone Sim only – Lebara (Mobile phone Clerk/RFO's own)
- Office keys
- Laptop
- Personnel records

2.2 **Loss of Community Councillors due to multiple resignations**

2.2.1 If the number of councillors falls to less than a third of the total membership the Council will not be able to make decisions (inquorate). The Clerk/RFO will discuss with TCBC by elections to fill vacancies and/or co option. The Clerk/RFO will make any urgent decisions in consultation with the remaining members.

2.3 **Unavailability of office due to fire, theft etc**

2.3.1 There may be some loss of files or office equipment. Business broadband may be affected with loss of internet connection to the office. Make insurance claim if appropriate.

2.4 **Unavailability of meeting room for Community Council meetings due to damage to building**

2.4.1 This will have limited impact as remote access meetings are a legal requirement and Town Council meetings can be held online until such time as the meeting room is available, or an alternative identified.

2.5 **Loss of Council documents due to fire, flood, theft or other causes**

2.5.1 Business critical documents are held by the Clerk/RFO at home. Agendas and minutes are posted to the website and the electronic archive goes back to 2019. The hard copy archive of agendas and minutes are held in filing cabinets in the Finance office. While the risk to the historical archive is low consideration could be given to a fireproof storage system. Copies of approved policy documents are also held on the website.

2.6 **Loss of Council electronic data due to corruption, fault or breakdown of hardware**

2.6.1 The majority of business is undertaken on council owned laptops issued to the Clerk/RFO and staff. Agendas and minutes are saved on the shared drive and when finalised posted to the website. The email accounts can be accessed from any device. Therefore, if one machine goes down it should be possible to access all important information from another one.

Cyber **attacks** are a daily occurrence and there is a need for constant vigilance to avoid the corruption or loss of data as the result of an attack. Security updates are regularly checked. Where a machine becomes corrupted as result of a virus it may need to be written off and replaced rather than repaired especially if it is several years old.

2.7 **Loss of equipment due to theft, damage, fault or breakdown**

- 2.7.1 In addition to the staff laptops there is a desktop pc in the reception office and a laptop in the Council Chamber. Any theft would be subject to an insurance claim. The desktop pc is password protected and any business critical information should be stored on the Cloud. Note the desktop equipment is not business critical due to the migration to laptops as consequence of home working.
- 2.7.2 There is sundry other equipment, including the photocopier, held in the building which could be destroyed in a fire or stolen. All the main items are listed on the Asset Register and covered by the insurance. The Community Council is now solely responsible for IT solutions, maintenance, updating and security.

3 Event Cancellation due to unforeseen issues

- 3.1 The Community Council directly organises and manages two significant events, the Christmas Cavalcade/lights switch on and the annual Party in the Park at Pontypool Park.
- 3.2 Circumstances can arise when a late decision is required as to whether a planned event should go ahead, most notably if there is adverse weather conditions, or other incidents that could give rise to risks to the general public. It will be for the staff members as per the risk assessment (nominated person(s) to make the call, as appropriate in consultation with the emergency services. As the events are free the question of refunds of entry fees does not arise.