



Kelbrook & Sough Parish Council

Business Continuity Policy

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Author:	Clerk/RFO	Adopted: 08.05.2025
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1. Introduction

The Civil Contingencies Act 2004 places a duty on a local authority to ensure it is, as far as reasonably practical, prepared to continue to provide important functions and services in the event of disruption.

Whilst this is not a statutory duty for a Parish Council, Kelbrook and Sough Parish Council ('the Council') recognises the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruption to the day to day running of the council.

This Business Continuity Plan identifies the :

- Instances of disruption
- Plan for the management of risk, including
 - Risk areas
 - Immediate responses
 - Procedures to follow to maintain continuity of service
 - Follow-up procedures and necessary changes to delivery of services
 - External Contacts

Where such services are disrupted by factors within the Council's areas of responsibility.

2. Core Business of Kelbrook and Sough Parish Council

The Council provides local services to its Parish electorate which includes the provision of:

- A Clerk/RFO employed to carry out appropriate functions for the Council, not limited to but including management of Council finances and using the parish precept for the benefit of the Parish.
- Consultation on local planning applications to represent the interests of the Parish.
- Liaison with other local unitary authorities such as Lancashire County Council, Pendle Borough Council, West Craven Area Committee and other partnership organisations.
- Maintenance services around the Parish including Play Equipment, Bus Shelters, Benches, Troughs and Barrel Planters.
- Council Website, notice boards and social media to communicate important and relevant matters.

Kelbrook and Sough does not operate from an office or have any specific premises necessary for the discharge of its responsibilities.

3. Disruption

Potential causes of disruption include:

- Force majeure event ('acts of God'), disaster, and disruption including:
 - Severe adverse weather events such as storms, winds and snow
 - Flooding
 - Acts of war, terrorism
 - Fire
 - Illness
- Vandalism, damage to, or theft of Council Property
- Failures, including of:
 - Equipment due to failure or breakage
 - Utilities and infrastructure provision; and
 - Public services
- Losses, including of:
 - Council staff and Parish Councillors through death, illness, injury, resignation or dismissal, which, in the case of Parish Councillors, may leave the Council inquorate;
 - Equipment through theft, breakage or major damage; and
 - Council records through theft, fire or corruption of data.

BUSINESS CONTINUITY RISK MANAGEMENT PLAN

EVENT	MITIGATION	IMMEDIATE ACTION	CONTINUITY
1. Loss of Clerk and Responsible Finance Officer (RFO) due to accident, illness, incapacity, or death	Refer to standing operating procedures for all tasks including gaining access to both physical documents, electronic data via hard drive, cloud and web based	Chair and/or Vice Chair to be informed Chair to inform all members Chair to inform Health & Safety Executive if appropriate	Full council to decide on temporary cover strategy Report to full council Provide replacement and/or begin recruitment process Review position and procedure for improvements
2. Death or serious injury to member of staff whilst carrying out Council Duties	Task related risk assessment, appropriate training of staff in all activities requiring Health & Safety certification	Chair and/or Vice Chair to be informed Chair to inform all members Chair to inform Health & Safety Executive if appropriate	Full council to decide on temporary cover strategy and response to HSE if necessary and inform Insurance company Provide replacement and/or begin recruitment process Review position and procedure for improvements
3. Loss of Clerk and RFO due to resignation or dismissal	Training, support and regular appraisals	Contact LALC/SLCC if required for support	Full council to decide on temporary cover strategy Provide replacement and/or begin recruitment process Review position and procedure for improvements

EVENT	MITIGATION	IMMEDIATE ACTION	CONTINUITY
4. Loss of Council members due to multiple resignations (causing Council to be inquorate)	Follow Vacancy and/or Co-option process	<p>Inform remaining members, Clerk and RFO</p> <p>Inform Council Monitoring Officer</p>	<p>Pendle Borough Council to decide on temporary working strategy for immediate council business</p> <p>Election or co-option procedure to be instigated</p> <p>Review position and procedure for improvements</p>
5. Loss of Council documents due to fire, flood or other causes	<p>All important documents are in physical format in folders stored in a different location to that of the laptop.</p> <p>All important documents are scanned and kept in electronic form. Storage is on Desktop, Cloud and backed up regularly.</p>	<p>Chair and/or Vice Chair to be informed</p> <p>Report incident to Full Council</p> <p>Clerk to inform Insurance company where appropriate</p> <p>Where only one format of document is lost, retrieve the other and replace accordingly.</p> <p>If both are lost, retrieve last back-up.</p>	Review position and procedures for improvements and security
6. Loss of Council electronic equipment and/or data due to theft, fire, fault, damage or breakdown	<p>All important documents are in physical format in folders stored in a different location to that of the laptop.</p> <p>All important documents are also cloud stored.</p> <p>Review security at regular intervals</p>	<p>Clerk to inform Chair and Vice Chair.</p> <p>Report theft to Police and Insurance company.</p> <p>Decide on immediate replacement.</p> <p>Retrieve last back up</p>	<p>Replace according to current regulations, policies and procedures.</p> <p>Review position and procedures for improvements and security</p>

EVENT	MITIGATION	IMMEDIATE ACTION	CONTINUITY
7. Damage to Council owned Play Equipment	<p>Maintain adequate insurance cover, where available and appropriate</p> <p>Arrange qualified 3rd party weekly inspections with appropriate reporting</p> <p>Carry out maintenance and repairs as advised</p>	<p>Chair and/or Vice Chair to be informed</p> <p>Report incident to Full Council</p> <p>Clerk to inform Police, if necessary and Insurance company where appropriate</p> <p>Health & Safety audit of play equipment to be carried out. Cordon off where necessary and appropriate</p>	<p>Regular inspections by qualified 3rd party contractor</p> <p>Annual inspection by certified RoSPA body with appropriate reporting</p> <p>Update Asset Register regularly</p>
8. Damage to Council owned Bus Shelters	<p>Maintain adequate insurance cover, where available and appropriate</p> <p>Carry out all necessary risk assessments and routine checks, maintenance and repairs</p>	<p>Chair and/or Vice Chair to be informed</p> <p>Report incident to Full Council</p> <p>Clerk to inform Police, if necessary and Insurance company where appropriate</p> <p>Health & Safety audit of Bus Shelter to be carried out. Cordon off where necessary and appropriate</p> <p>Clerk authorised to procure immediate repair in order to negate risk to Members of the Public</p>	<p>Regular inspections, maintenance and repairs</p> <p>Update Asset Register regularly</p>

EVENT	MITIGATION	IMMEDIATE ACTION	CONTINUITY
9. Damage to Council owned Street Furniture such as Picnic Tables, Benches and Planters	<p>Maintain adequate insurance cover, where available and appropriate</p> <p>Carry out routine checks, maintenance and repairs</p>	<p>Chair and/or Vice Chair to be informed</p> <p>Report incident to Full Council</p> <p>Clerk to inform Police, if necessary and Insurance company where appropriate</p> <p>Health & Safety audit of item to be carried out. Take appropriate action to negate risk to Members of the Public</p>	<p>Regular inspections, maintenance and repairs</p> <p>Update Asset Register regularly</p>
10. Non availability or damage to the Councils regular meeting place (currently Kelbrook & Sough village Hall)	<p>Awareness of alternative meeting places:</p> <p>Primary School</p>	<p>Clerk to inform all Councillors of alternative meeting place</p> <p>Clerk to notify public via website, parish notice boards and social media platform of alternative venue</p>	<p>Short term use of local facilities</p> <p>Hold meetings remotely if permitted, or delegated authority to the Clerk in place</p> <p>Review position and procedures for improvements</p>
11. Disruption to Council work due to severe adverse weather conditions	<p>Clerk and RFO unable to travel to Council meetings mitigated by a council member taking the minutes and resolving to enable another member to present financial information</p> <p>Unable to be quorate: mitigate by re-scheduling meetings</p>	<p>Clerk, Chair and Vice Chair to reschedule impacted meetings and Clerk to notify Councillors of rescheduled meetings</p> <p>Clerk to notify public via website, parish notice boards and social media platform of rescheduled meetings</p>	<p>Review position and procedures for improvements</p>

EVENT	MITIGATION	IMMEDIATE ACTION	CONTINUITY
11. Local Disaster	<p>Maintain up to date risk assessments of all Councils liabilities</p> <p>Maintain up to date contact list of all Councillors, Clerk, RFO, staff and next of kin</p> <p>Maintain up to date list of emergency contacts</p> <p>Promote awareness of Pendle Borough and Lancashire County Council's Disaster Planning and key contacts</p>	<p>Clerk to inform all Councillors</p> <p>Contact relevant emergency services if appropriate</p> <p>Call extraordinary meeting of Full Council to review the position and take any necessary action</p>	<p>Review risk assessments regularly</p> <p>Review position and procedures for improvements</p>

The Clerk is the first point of contact for all emergencies and business continuity actions. If the Clerk is not available, the actions should be implemented by the Chair, or in their absence, the Vice Chair or a member of the Council that has been nominated by the Chair or Vice Chair.