

BUSINESS CONTINUITY PLAN

subject	risk	H/M/L	Contingency plan	Date Reviewed	Other comments
Unable to use venue	Loss of utilities eg electrics, Damage to building so unsafe for public use (fire, water leak, storm damage)	M	Seek alternative venue	21/01/2020	Launchpad nursery, Church, School hall. Would need to communicate via email system, website and notices in village and on door
Cllrs unable to reach village	Major incident on roads into village	L	If Quorate meeting continue otherwise cancel/postpone	21/01/2020	Communicate as above.
Major village incident	Major incident such as fire/explosion at a local business or home	L	Meeting may have to be cancelled/postponed	21/01/2020	Communicate as above
Clerk	Sudden unplanned loss of clerk through illness etc	M	Minutes can be covered by Cllr in short term, if a long term problem seek locum clerk. Keyman insurance in place. In short term Chairman can stand in again if long term seek locum. Computer is backed up each week. Banking code allows for other Cllrs to	21/01/2020	Temporary contact details and interim measure published through normal channels eg email system, website, notice boards and newsletters

			make payments sign cheques. Online banking authorised for a Cllr		
Chairman	Resignation/Incapacity/death	L	In the event of incapacity of Chairman. Vice to chair if available if not Chairman elected on night as per Standing Orders. Meeting could be closed as sign of respect if agreed by vote and relevant. Chairman responsibilities to be passed to Vice or if unavailable another Councillor	21/01/2020	Communication depends on circumstance
Councillor	As above	L	Cllr responsibilities may need to be re-allocated Meeting could be closed as above	21/01/2020	Communication depends on circumstance
Loss of computer/data	Damage or virus etc	M	Computer backed up each week and USB stick kept in a fireproof box. Ensure computer protected against viruses. Gmail can be accessed via webmail if issues with Outlook	21/01/2020	Responsibility of Clerk

Signed and Approved by _____ (Clerk) and _____ (Chair) at meeting of _____ 2020

To be reviewed January 2021