



www.sherburninemet-tc.gov.uk

BUSINESS CONTINUITY PLAN

Name:	Sherburn in Elmet Town Council
Address:	Town Council Address: Eversley Park Centre, Low Street, Sherburn in Elmet, North Yorkshire, LS25 6BA.
Contact telephone no:	Telephone: 01977 681024

Business Continuity Management is:

A planning process for all businesses and local authorities, small or large, to help reduce the impacts caused by disruptions and emergencies that can threaten its survival.

This document is the Council's record of information and actions the Council would take to help the Council was prepared for emergencies or serious business disruptions and can recover as quickly as possible afterwards.

This Business Continuity Plan is the property of:	Sherburn in Elmet Town Council
Adopted by Sherburn in Elmet Town Council on	18 July 2022
Next review date: to be:	Annual Council Meeting May 2023

PLANNING ACTIONS

Loss or disruption to the Council:		
Loss:	Disruption:	Action:
Staff	Key staff are off work due to sickness, resignation without time to recruit	<p>Temporary/locum Staff are employed/engaged for periods of long-term sick and/or until permanent staff can be replaced.</p> <p>Financial Implications:</p> <p>A staffing contingency is included in the budget to cover temporary staff for such periods leave.</p>
	Key staff resign/recruitment:	<p>Chairman of SEPC Personnel Committee holds a recruitment folder with template Job Advert, Job Description, Person Specification and application form.</p> <p>YLCA to provide advice on recruitment and aim to employ a qualified clerk or someone who will work towards CiLCA qualification. Support from YLCA for local council sector advice.</p>
	Threat of sickness (widespread virus)	<p>Staff are requested to work from home and given the relevant equipment/resources to perform their tasks from home</p>

	Workstation/equipment and resources	<p>Tasks usually undertaken in the office can be operated remotely:</p> <p>HMRC Accounting software Electronic filing system Email accounts</p> <p>A workstation risk assessment to be completed for home working.</p> <p>All staff are provided with the necessary resources to undertake SEPC work from home.</p>
IT and Data	IT equipment is damaged irrecoverably, and backups have not worked	Information is saved on a cloud as well as on IT equipment and hard drive backups.
Building(s) staff work from	Inability to access the Council office due to fire, flood or other disaster	<p>Staff can work from home, with remote access to emails and shared files – password protected.</p> <p>Tasks usually undertaken in the office can be operated remotely (see above)</p>
Suppliers	Companies cease trading	New suppliers are found using procurement procedures in Financial Regulations.
Customers	Local Groups that hire the Village Hall/Community Room – loss of income	The hall/room is available for hire and this is advertised locally, on the website and social media
Utilities	Gas, Electric and Water are disconnected	Homeworking commences. The office is closed until such time that the utilities are reconnected (see above)
Equipment	Photocopier ceases to work	Work is emailed/scanned and printed elsewhere

	Fire alarm and Intruder alarm breaks down	The maintenance contractor is called out to repair the alarm systems immediately.
--	---	---

PART 2 CONFIDENTIAL DETAILS REMOVED