



## **BUSINESS CONTINUITY PLAN**

Name: *Knaresborough Town Council*

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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.

Whilst it is not a statutory duty for a parish council, it is Knaresborough Town Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the parish council.

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

This document should be read and implemented in conjunction with the Town Council's Risk Management Strategy.

This Business Continuity Plan is the property of:	Knaresborough Town Council
Adopted by Knaresborough Town Council	April 29, 2024
Next review date	April 2025

## **PLANNING ACTIONS**

<b>Loss or disruption to the Council:</b>		
<b>Loss</b>	<b>Disruption</b>	<b>Action</b>
Staff	Key staff are off work due to sickness	Temporary Staff are employed for periods of long-term sick. A staffing contingency figure is included in the budget to cover employment of temporary staff
	Threat of sickness (widespread virus)	Staff are required to work from home and given the relevant equipment and

		permission to perform their tasks from home
	Workstation	<p>A workstation risk assessment to be completed for home working by the employee</p> <p>The council's website is updated to ensure members of the public are notified of the office closure. A notice is also put into the town council noticeboard.</p>
	Key staff resign	<p>Chair/Councillors can access K House via keypad entry. Keys for town council office are held in caretaker's office. NYC Building Manager contact details accessible via <a href="mailto:propertyservices.har@northyorks.gov.uk">propertyservices.har@northyorks.gov.uk</a> or via the North Yorkshire Councillors.</p> <p>Key operational info – passwords for computer access, phone numbers for IT supplier/website provider/ bank/ insurance/YLCA etc accessible in Clerk's office filing cabinet 2. Key to Cabinet 2 in Key safe in Clerk's office.</p> <p>A recruitment folder with template job advert, job description, person specification and application form are also in this cabinet. YLCA can also provide advice on recruitment and aim to employ a qualified clerk or someone who will work towards CiLCA qualification. YLCA have helped with supply of Locum Clerk in the past.</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 initially meet at Stockwell Community Centre.</p> <p>Staff can work from home, with remote access to emails and shared files – password protected.</p>
Suppliers	Companies cease trading	New suppliers are found
Utilities	Gas, Electric and Water are disconnected	Homeworking commences or an alternative NYC building utilised. The office is closed until such time that the utilities are reconnected.
Equipment	Photocopier ceases to work.	Work is emailed/scanned and printed elsewhere.

## RECOVERY ACTIONS

### RECOVERY OF ESSENTIAL BUSINESS RECORDS

Business Records	How will you recover the records? Identify any alternative measures in place
Computer records / data and location	Back-up records are held on the 'cloud' and can be accessed remotely
Financial Records	A memory stick with a backed-up copy of the finance records is available in the Clerk's filing cabinet and is also saved on the Council's 'cloud' storage system
Critical paper records /information and location	Deeds and such are stored e.g.in a fireproof safe
Passwords	A record of all passwords to town council equipment is kept in the fireproof box in cabinet 2.

## RECOVERY ACTIONS

Recovery Actions
Advise all Councillors as appropriate
Activation of Business Continuity Plan
Inform and allocate actions to Staff (note: meet at Stockwell Community Centre)
Inform key suppliers and customers and provide a recovery timescale
Activate alternative suppliers, premise, equipment
Review diary and customer commitments
Advise insurance provider

## RECOVERY LOG

Below is a record of all the events, actions, and decisions the Clerk/Proper Officer of the Council has taken.

Date/Time	Action	Action By	Complete

### Additional Notes

**Adopted by Council:** 29 April 2024

**Review date:** May 2025