

# HOPE WITH ASTON PARISH COUNCIL

## Business Continuity Plan

Reviewed and Adopted:

Date: 8<sup>th</sup> December 2025

Parish Council Minute : 143/25.1

### Scope

The Civil contingencies Act 2004 places a duty on a Local Authority that it is prepared, as far as reasonably practical, to continue to provide functions/services in the event of a disruption by whatever cause. Whilst this is not a statutory duty for a Parish Council, it is Hope with Aston Parish Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions, the immediate responses, the procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.

### Core Business of Hope with Aston Parish Council

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

- Website, Noticeboards, Newsletter and the use of social media (Facebook) to communicate important and relevant matters.
- Benches and other assets – details can be provided upon request to the Clerk.
- Land at Jubilee Corner and the War Memorial
- Floral displays
- Managing the finances of the Council and using the precept for the benefit of the Community.
- Liaising with Derbyshire County Council, High Peak Borough Council and other partnership organisations on issues which affect the Parish.
- Acting as a consultee on planning applications to represent the best interest of the Parish.
- Full range of Parish Council services

### Potential Causes of Disruption

#### Damage Caused by-

- a) Weather events, for example: storm, flood, snow, excessive temperatures
- b) Fire
- c) Terrorism
- d) Air Crash

#### Failure to –

- a) Equipment
- b) Public services

#### Losses of-

- a) Staff / Councillors through death, illness, injury or resignation, whilst on or off Council duty
- b) Equipment theft, breakage or major damage
- c) Loss of Council records through theft, fire or corruption of files
- d) Councillors by any reason which leaves the Council inquorate

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY
Loss of Clerk / RFO due to Death, Illness, Incapacity or resignation / dismissal	Ensure key tasks are up to date, including minutes and accounts. Laptop password and password for protected document of other sensitive information shared with the Chair. Ensure compliance with Financial Regulations. All policies and procedures updated at least annually. Monthly task list on Clerk laptop. PO Box used for post. Pay as you go dedicated Clerk phone.	Inform Chair / Vice Chair  Chair / Vice Chair to inform the Council	Recruit temporary replacement/ Locum  Recruit permanent Clerk.
Death or serious injury to Clerk whilst carrying out Parish Council duties	Knowledge of duties regarding health and safety.	Chair / Vice chair to be informed. Chair / Vice chair to inform relevant third parties. Chair / Vice chair to inform insurers if appropriate Consider impact on Councillors, and actions needed.	Recruit temporary replacement/ Locum  Recruit permanent Clerk.  Review risk assessment
Loss of Councillors due to multiple resignations (causing the council to be inquorate)	Co-option of councillors from waiting list/ reserves by HPBC if necessary.	Clerk to inform remaining councillors. Clerk to inform HPBC electoral services.  Clerk to seek guidance from Derbyshire Association of Local Councils.	HPBC to decide on temporary working strategy for Council Business. By – election or co-option procedure to be followed.  Longer term: Parish Council to review procedures from recruitment of Councillors.
Loss of Council documents due to fire, flood or other causes	Electronic copies of recent documents held in Cloud. Important paper documents (e.g.,	Clerk to inform Chair / Vice Chair. Clerk to inform insurance company if necessary.	Review procedures to ensure improvements to security if possible.

	deeds, leases etc) held at County Archives.	Report full incident to Full Council.	
Loss of Council equipment or electronic data due to theft, fault or breakdown	Virus protection software on computer and regularly updated. All documents backed up to cloud. Laptop not to be left in unattended vehicle. If laptop is to be used away from home, it should be carried in a rucksack to minimise risk of loss through mugging. Laptop replacement every 5 years in budget.	Clerk to inform Chair/ Vice Chair. Report theft to police and insurance company. Decide on immediate replacement. Report incident to Full Council.	Replace in accordance with current regulations.  Long term: Regular reviews of home working / security risk assessment.
Damage to open spaces and assets	Maintain adequate insurance cover. Maintain up to date risk assessments and review regularly.	Clerk to inform insurance company. Clerk to inform police if necessary.	
Local disaster	Maintain up to date contact detail list of Parish Councillors and staff, including next of Kin Awareness of District and County Council disaster planning and key contacts.	All members of Council and Clerk to be informed. Contact relevant emergency services if appropriate. Call extra-ordinary meeting of the Council to discuss position and any necessary action.	Review procedures to ensure improvements  Review risk assessments.

**Other information:**

- The Clerk is the first point of contact for all emergencies and business continuity actions.
- The Clerk is to implement all business continuity actions unless the clerk is unavailable, in which case actions will be implemented by the Chair / Vice Chair or a member of the Council that has been nominated by the Chair or Vice Chair.