**Scope**

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

This Plan provides a framework in order for the Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed of necessary changes to service delivery.

BCM is a proactive process which identifies the key functions of an organisation, the likely risks to those functions and the potential impact of those risks upon the service. From this information can be developed plans and procedures which ensure continuity of key functions.

**Core Business of the Council**

The Council provides a Local Town Council service which includes the provision of:

* Website and noticeboards
* Street lights provision
* Maintenance and safety checking of play area s and recreation ground
* Ground Maintenance, including tree safety, for Parish Council land
* Provision of public toilets in Wem
* Maintenance and provision of allotments and cemetery
* Full range of Parish Council services

**Risks – Which could invoke the Continuity Plan**

National disasters/Weather related problems

* Fire
* Flood

Failures

* Services

Losses

* Clerk through resignation
* Clerk through death
* Clerk through long-term injury/sickness
* Clerk through death or serious injury whilst working for the Council

The Clerk is the first point of contact for all emergencies and business continuity actions.

The Clerk is to implement all business continuity actions with the exception of the “Clerk not available” actions.

If the Clerk is not available and urgent action is required the Mayor, Deputy Mayor or a Member(s) of the Town Council nominated by the Mayor, shall implement all business continuity actions.

If the Clerk is not available the Mayor, or in the absence of the Mayor, the Deputy Mayor, or a Member of the Town Council nominated by the Mayor or Deputy Mayor shall implement the “Clerk not available” actions.

**Review of plan**

The business continuity plan to be reviewed on an annual basis by the Audit Committee:

The Clerk to check that all the contact details are current and correct

Town Council Audit Committee to consider whether the critical activities, Key risks and contingency plan actions are comprehensive and sufficient

An updated Business Continuity Plan to be given to every new member

Adopted

**Wem Town Council Business Recovery Map**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TIMELINE** | **24 HOURS** | **WITHIN 7 DAYS** | **WITHIN 1 MONTH** | **WITHIN 3 MONTHS** |
| **Recovery steps**  **Area** | **Immediate Response & Actions** | **Management Response** | **BUSINESS CONTINUITY**  **Rebuild Confidence** | |
| Loss of Clerk due to sudden or long-term illness, incapacity or death | Inform Mayor, members and staff | Decide on temporary cover strategy – Contact SALC/SLCC about locum Clerk | Provide replacement and/or begin recruitment procedures | Review position and procedure for improvements |
| Loss or serious injury to member of staff whilst carrying out Council duties | Inform Mayor  Inform HSE (if required) and staff | Decide on temporary cover strategy – and answer to HSE if required  Contact SALC/SLCC about locum Clerk | Process of recruitment or temporary cover period | |
| Provide replacement | Review position and procedure for improvements |
| Loss of Clerk due to resignation or dismissal | Inform Mayor, and staff | Decide on temporary cover strategy and/or begin recruitment procedures. Contact SALC/SLCC about locum Clerk | Process of recruitment or temporary cover period | |
| Provide replacement | Review position and procedure for improvements |
| Loss of Council documents due to fire | Inform Mayor and insurers | Review position | Report incident to full Council meeting | Review position and procedure for improvements |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TIMELINE** | **24 HOURS** | **WITHIN 7 DAYS** | **WITHIN 1 MONTH** | **WITHIN 3 MONTHS** |
| **Recovery steps**  **Area** | **Immediate Response & Actions** | **Management Response** | **BUSINESS CONTINUITY**  **Rebuild Confidence** | |
| Loss of Council members due to multiple resignations (causing Council to be inquorate) | Inform all remaining members and staff and monitoring officer of Shropshire Council | Call emergency meeting with existing members and monitoring officer to decide temporary working strategy for immediate council business | Instigate by-election procedure to recruit new members | Start co-option process when authorised to do so. Review position and procedure for future |
| Loss of Council ‘electronic data’ due to fire, flood, breakdown or theft | Inform Mayor and staff  Retrieve back up Business Solutions, Inform insurers | Install back up files on temporary or replacement equipment. Files can be loaded on any suitable computer and the Clerk can continue to work provided suitable accommodation is available. Provide replacement equipment if necessary. | Report incident to full Council meeting | Review position |
| Loss of Council’s equipment due to theft or breakdown | Report theft to police, inform Mayor and insurers. Decide if equipment needs instant replacement | Full Council meeting to agree purchase of new equipment | Review position |  |
| Loss of council office due to fire flood | Inform Mayor, staff and insurers | make arrangements and provide basic equipment to enable staff to work from an alternative office or from home if necessary | Hold Town Council meeting to consider options | Review position |