



Business Continuity Plan – Cranbrook & Sissinghurst Parish Council

Scope

The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably 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
- 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
- new Clerk business continuity information

Core Business of the Council

The Council provides a Local Parish Council service to its electorate which includes the provision of:-

- Keeper services around the parish (litter picking, general and grounds maintenance)
- Website, social media and Notice board information
- Parish Magazine production and distribution
- Vestry Hall and rooms for hire
- Recreation grounds with children's play areas at Ball Field, Jubilee Field and Crane Valley
- Golford and Sissinghurst Cemeteries
- Defibrillators, benches, grit bins, dog waste bag dispensers and street lighting (in parts)
- Allotments at Oatfield Drive
- Car parks and EV charging points
- War memorials
- Submitting planning responses to TWBC as a consultee

Risks which could invoke the BCP:

- National Disasters/Weather Related Problems
 - Fire
 - Flood
 - Pandemic
 - Major disaster
- Failures
 - Equipment
 - Services
- Losses
 - Staff/Councillors through resignation
 - Staff/Councillors through death
 - Staff/Councillors through long-term injury/sickness
 - Staff/Councillors through death or serious injury whilst working for the Council
 - Equipment theft breakage or major damage
 - Loss of Council records through theft, fire or corruption of files



Business Continuity Map

Timeline	24 hours	Within 7 days	Within 1 month	Within 3 months
Recovery Steps Risk	Immediate response and actions	Management response	Business Continuity, Rebuild Confidence	
Loss of Clerk due to sudden/long-term illness, incapacity or death	<ul style="list-style-type: none"> Inform Chair and Members 	<ul style="list-style-type: none"> Decide on temporary cover strategy 	<ul style="list-style-type: none"> Report to Full Council Provider replacement/begin recruitment process 	<ul style="list-style-type: none"> Review position
Loss or serious injury to member of staff whilst carrying out Council duties	<ul style="list-style-type: none"> Inform Clerk and Chair Inform HSE: www.hse.gov.uk/riddor/report 	<ul style="list-style-type: none"> Decide on temporary cover strategy, and answer to HSE 	<ul style="list-style-type: none"> Report to Full Council Provide replacement/begin recruitment process, or temporary cover period 	<ul style="list-style-type: none"> Review position and procedures for improvement
Loss of Council membership due to multiple resignations (causing Council to be inquorate)	<ul style="list-style-type: none"> Inform remaining Members, Clerk/Employees Inform Election and Monitoring Officer 	<ul style="list-style-type: none"> Decide on temporary working strategy for immediate Council business 	<ul style="list-style-type: none"> Initiate bye election/co-option procedure as advised by Election Officer 	<ul style="list-style-type: none"> Review position and procedures for improvement
Loss of Clerk/staff members/key contractors due to ill health, resignation or dismissal	<ul style="list-style-type: none"> Inform remaining Clerk/Staff/Members 	<ul style="list-style-type: none"> Decide on temporary cover 	<ul style="list-style-type: none"> Provider replacement/begin recruitment process, or temporary cover period 	<ul style="list-style-type: none"> Review position and procedures for improvement
Loss of Council documents due to fire	<ul style="list-style-type: none"> Inform Chair Inform insurers 	<ul style="list-style-type: none"> Review position 	<ul style="list-style-type: none"> Report incident to Full Council meeting 	<ul style="list-style-type: none"> Review position and procedure for improvement
Loss of Council electronic data due to fire, flood or break down	<ul style="list-style-type: none"> Inform Chair Retrieve last backup Inform Insurers (if applicable) Inform police (if applicable) 	<ul style="list-style-type: none"> Install backup files on temporary equipment Provide replacement equipment 	<ul style="list-style-type: none"> Report incident to Full Council Meeting 	<ul style="list-style-type: none"> Review position and procedure for improvement



Timeline	24 hours	Within 7 days	Within 1 month	Within 3 months
Recovery Steps Risk	Immediate response and actions	Management response	Business Continuity, Rebuild Confidence	
Loss of Council equipment due to theft, breakdown or cyber breach	<ul style="list-style-type: none"> • Inform Clerk & Chair • Report theft to police and Insurers • Decision on immediate replacement • Follow GDPR Data Breach Policy 	<ul style="list-style-type: none"> • Review position • Provide replacement equipment 	<ul style="list-style-type: none"> • Report incident to Full Council Meeting 	<ul style="list-style-type: none"> • Review position and procedure for improvement
Cybersecurity Breach: i.e. Ransomware	<ul style="list-style-type: none"> • Inform IT support and follow instructions • Retrieve last backup • Inform Clerk & Chair 	<ul style="list-style-type: none"> • Install backup files on temporary equipment • Report to ICO within 72 hours of becoming aware 	<ul style="list-style-type: none"> • Report incident to Full Council Meeting 	<ul style="list-style-type: none"> • Review position and procedures for improvement
Cybersecurity Breach: Theft of data	<ul style="list-style-type: none"> • Inform IT provider • Inform Clerk & Chair • Follow GDPR Data Breach Policy 	<ul style="list-style-type: none"> • Review position • Report to ICO within 72 hours of becoming aware 	<ul style="list-style-type: none"> • Report incident to Full Council Meeting 	<ul style="list-style-type: none"> • Review position and procedures for improvement
Local Disaster	<ul style="list-style-type: none"> • Inform all members of Council/ Clerk/Employees • Contact with emergency services, if relevant 	<ul style="list-style-type: none"> • Review position 	<ul style="list-style-type: none"> • Call Extra-ordinary Meeting of Council to discuss position and any necessary action 	<ul style="list-style-type: none"> • Review position and procedure for improvements
Pandemic	<ul style="list-style-type: none"> • Inform Chair and Members 	<ul style="list-style-type: none"> • Decide on temporary working strategy for immediate Council business in response to Government guidance 	<ul style="list-style-type: none"> • Review position and report to Full Council Meeting 	<ul style="list-style-type: none"> • Review position and adapt procedures as necessary



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

The Clerk is to implement all business continuity actions.

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

The business continuity plan to be reviewed on a regular basis:

- Members to consider whether the critical activities, Key risks and contingency plan actions are comprehensive and sufficient
- Clerks to update and amend as per Committee requirements
- Clerks to check that all the information and contact details are current and correct in the internal document 'Clerks Handover - Business Continuity'

Adopted by Cranbrook & Sissinghurst Parish Council on: 10th February 2022

Reviewed: September 2023

Next Review Due: 2026