



LLANHARAN COMMUNITY COUNCIL BUSINESS CONTINUITY PLAN

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Introduction

The Civil Contingencies Act 2004 places a duty on a principal authority to be 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 local councils, it is Llanharan Community 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 Council.

This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council’s area of responsibility.

Core Business of Llanharan Community Council

The Council provides local services to residents including the provision of:

- Allotments
- Benches
- Bryncae Community Centre
- Bus shelters
- Christmas lunches
- Christmas trees and lights
- CIL projects
- Community artwork
- Council Office
- Events
- Defibrillators
- Fireworks display
- Footpaths, bridleways, footbridges
- Grant Funding – General and CIL funds
- Memorials and clocks – the Square, William Street, the Dram
- Noticeboards
- Oakbrook Skate Park
- Open spaces – Grove Terrace, Meadow Rise
- Pantry
- Planning consultation
- Play area – Brynnae Gwynion
- Street lighting – Calfaria Lane, Meadow Rise open space
- Summer grass cutting – Brynna Fields, Welfare Ground
- Summer floral displays
- War memorials – Hillside Avenue, St Peter’s Churchyard

Potential Causes of Disruption:

Damage caused by-

- a) Extreme weather conditions

- b) Fire
- c) Terrorism
- d) Air crash

Failures to-

- a) Equipment
- b) Public services
- c) Property

Losses of-

- a) Staff (through death, illness, injury, or resignation)
- b) Councillors (by any reason which leaves the Council inquorate)

Table of Potential Events and Mitigation

Event	Minimise Impact	Immediate Action	Continuity	Longer Term
<p>Loss of Clerk due to death, sudden/long-term illness, incapacity, or resignation</p>	<p>Ensure staff are aware of their responsibilities.</p> <p>Ensure Action Plan is up to date and all key tasks are listed.</p> <p>Access to log ins and passwords is available.</p>	<p>Deputy Clerk and Assistant Clerk to assume day-to-day responsibilities.</p> <p>Chair and Vice Chair to be informed.</p> <p>In the event of an accident at work the Chair and Deputy Clerk to inform next of kin, HSE and insurance company.</p> <p>Chair to inform the Council. Call extraordinary meeting to confirm appointment of temporary cover.</p>	<p>Deputy Clerk and the Chair to contact SLCC for HR guidance.</p> <p>Recruit temporary replacement (locum).</p> <p>Seek and employ permanent Clerk</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>
<p>Loss of office staff due to death, sudden/ long-term illness, incapacity, or resignation</p>	<p>Ensure Action Plan is up to date and all key tasks are listed.</p> <p>Ensure access to log ins and passwords is available.</p> <p>Ensure office staff are trained or acquainted with each other's roles and duties.</p>	<p>Clerk to be informed who will report to the Council.</p> <p>In the event of an accident at work the Clerk to inform the next of kin, HSE and insurance company.</p> <p>Clerk to arrange appropriate cover and support as required.</p>	<p>Start recruitment procedures to seek replacements if required.</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>

<p>Loss of Grounds staff due to death, sudden/ long-term illness, incapacity or resignation</p>	<p>Ensure risk assessments and method statements are in place.</p> <p>Ensure appropriate PPE and training is provided and up to date.</p> <p>Ensure Action Plan is up to date and all key tasks are listed.</p> <p>Access to log ins and passwords is available.</p> <p>Having others trained or acquainted with the duties</p>	<p>Clerk to be informed who will report to the Council.</p> <p>In the event of an accident at work the Clerk to inform the next of kin, HSE and insurance company</p> <p>Clerk to arrange appropriate cover if required, maybe in the form of a contractor/agency workers.</p> <p>Clerk to ensure support available for other staff.</p>	<p>Start recruitment procedures to seek replacements if required.</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>
<p>Loss of Councillors causing Council to be inquorate.</p>	<p>Ensure co-option policy is up to date.</p>	<p>Clerk to inform remaining Councillors, Monitoring Officer, & employees of the Council.</p>	<p>Monitoring Officer to decide on temporary working strategy for Council business to be maintained followed by the instigation of an election or co-option procedure.</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>
<p>Loss of Council documents due to fire, flood, or other causes</p>	<p>Provide secure storage of paper documents.</p> <p>Scanned documents to be kept wherever possible.</p>	<p>Assess damage/loss and access electronic copies if available.</p> <p>Clerk to inform Council, insurance company and police if necessary.</p>	<p>Council to discuss at next meeting.</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>

<p>Loss of Council electronic data</p>	<p>All electronic files are in Microsoft 365 and kept on Council's retained IT provider's main server.</p> <p>Back-up undertaken each evening by Council's retained provider.</p>	<p>Assess damage/loss and access to back up copies from Council's retained IT provider.</p> <p>Clerk to inform Council, insurance company and police if necessary.</p>	<p>Review procedures to ensure procedures are in place and make any improvements to system</p>	<p>Continue to review procedures to ensure minimal impact from loss</p>
<p>Loss of Council equipment including phone lines and internet</p>	<p>Staff share their personal mobile phone details with each other (confidentially).</p> <p>The Clerk will use personal mobile phone to maintain communication with Councillors and other external partners/ organisations</p> <p>Anti-virus and malware software is uploaded to all systems via the Council's retained IT provider.</p> <p>Ensure online data is protected by robust passwords which are kept confidential and are regularly updated.</p> <p>Confidential records of</p>	<p>Report theft to police and the insurance company.</p> <p>Divert calls to personal mobile phone.</p> <p>Use mobile phone hotspot to connect to internet.</p> <p>Office staff to work from home if necessary.</p>	<p>Clerk to replace any losses in accordance with current financial regulations.</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>

	passwords and log ins are kept in a locked cupboard in the council office.			
Loss of utility services.	<p>Regular service and maintenance of equipment inc. boilers, electrical systems etc.</p> <p>All office staff to have equipment to facilitate working from home.</p>	<p>Clerk to assess issue and liaise with the provider.</p> <p>Clerk to confirm if building needs to close and if so, to implement home working arrangements for staff.</p> <p>If the building closes inform residents via social media.</p> <p>Clerk to inform the Chair and Vice- Chair.</p> <p>Clerk to advise insurance company if necessary.</p> <p>If practical, one person to remain on site.</p>	A working from home policy to be instigated.	Continue to review procedures to ensure minimal impact from loss

<p>Damage to garage (when erected)</p>	<p>Maintain adequate insurance cover.</p> <p>Carry out regular risk assessments.</p>	<p>Senior Groundsperson to assess the damage and close if necessary.</p> <p>Senior Groundsperson to inform the Clerk.</p> <p>Clerk to inform the Chair and Vice-Chair and insurance company if necessary.</p> <p>Senior Groundsperson to make sure the building is secure.</p>	<p>Use alternative premises until the building can be used again.</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>
<p>Damage to Allotment Sites</p>	<p>Maintain adequate insurance cover for items the Council is responsible for (e.g. fencing)</p> <p>Maintain the infrastructure of the Allotment Site including pathways, external boundaries, any trees not growing on plots, water mains and tanks owned by the Council.</p>	<p>Clerk to inform insurance company, if appropriate.</p> <p>Clerk to inform police, and any other organisation if necessary.</p> <p>Clerk to inform Chair and Vice Chair. Full Council to be informed.</p>	<p>Not applicable.</p>	<p>Damage to Allotment Site</p>

<p>Loss of Estates Maintenance, machinery, and equipment due to theft, fault or breakdown</p>	<p>Tools and equipment are not to be left unattended or unsecured.</p> <p>Maintain adequate insurance cover.</p> <p>Ensure regular maintenance of machinery & equipment.</p>	<p>Senior Groundsperson to be informed of any loss, damage, or theft.</p> <p>Senior Groundsperson to arrange for hire of equipment if required urgently.</p> <p>Senior Groundsperson to inform the Clerk.</p>	<p>Arrange purchase of new equipment within current financial regulations.</p> <p>Clerk to report theft to police and insurance company.</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>
<p>Local Disaster</p>	<p>Maintain adequate insurance cover.</p> <p>Work with principal authority delegated to deal with the disaster.</p>	<p>Clerk to contact emergency services.</p> <p>Clerk to work with external partners, under their instruction.</p>	<p>Clerk to call extraordinary meeting to discuss if any action required.</p>	<p>Continue to review procedures to ensure minimal impact from loss.</p>
<p>Closure of Council Office due to Government advice or Public Health requirements.</p>	<p>Officers should continue to carry out their work remotely wherever possible.</p> <p>Equipment, insurance, and risk assessments have all been considered to enable remote working.</p> <p>Office landline to be diverted to Clerk's personal mobile to receive incoming calls.</p> <p>Work within the constraints of the guidance coming from the Government</p>	<p>Clerk to advise the Chair and the Vice Chair of the situation.</p> <p>If advised by the Government, the Clerk is to implement working from home for administration staff.</p> <p>If advised by the Government, the Groundspersons to be told to remain at home until further notice.</p> <p>Buildings, Premises, and public areas to remain locked and secure within the government's</p>	<p>Clerk to carry out any urgent work within the government guidelines.</p> <p>Divert calls to Clerk's mobile phone</p>	<p>Continue to review procedures to ensure minimal impact</p>

		guidelines.		
Adverse weather conditions.	Maintain adequate insurance cover.	<p>Clerk to update the website and social media to advise residents that the office, community centre, and other buildings may be closed.</p> <p>Staff to contact the Clerk if they are unable to get to work. Clerk to advise the Chair and the Vice Chair of the situation.</p>	Clerk to carry out any urgent work.	Continue to review procedures to ensure minimal impact

The Clerk is the first point of contact for all emergencies and business continuity actions. If the Clerk is not available, the responsibility is delegated to the Deputy Clerk to be implemented in conjunction with the Chair and the Vice-Chair.

Failure or refusal to sign an acknowledgement does not affect the application of this policy, which will apply to all employees from the date of issue.