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Business Continuity Plan

Moulton Parish Council is committed to assessing any risks that it might face and satisfy itself that it has taken adequate steps to minimise them.

1. Legal Responsibility & Policy Support

[The Management of Health and Safety at Work Regulations \(1999\) \(legislation.gov.uk\)](http://legislation.gov.uk)
[Governance and Accountability practitioners-guide-2023](#)
[Local Audit and Accountability Act 2014 \(legislation.gov.uk\)](http://legislation.gov.uk)

2. Plan

Timeline	Mitigation	24 Hours	Within 7 Days	Within 1 Month	Within 3 Months
Recovery Steps → Event ↓	Plan to minimise impact	Immediate Response & Actions	Response As prescribed by Parish Council Standard Operating Procedure (S.O.P.)	BUSINESS CONTINUITY Rebuild Confidence	
Loss of Executive Officer due to sudden/long term illness, incapacity or death	Training of Finance and HR Manager in key tasks	Finance and HR Manager to Inform Chairman of PC. Inform council. Inform Ncalc	Finance and HR Manager to provide cover in short term. Full Council to decide on temporary cover strategy		Provide replacement and/or begin recruitment procedures. Council to review position and procedure for improvements
Death or serious injury to member of staff whilst carrying out Council duties or prolonged absence of staff	Training of staff in all activities requiring H&S certification.	Inform Executive Officer and Chair who will report to full council – as above. Executive Officer to inform insurance company. Inform HSE (if req'd.)	Executive Officer to advise on temporary cover strategy and response to HSE (if required) and insurance company.		Provide replacement and/or begin recruitment procedures. Council to review position and procedure for improvements

Loss of Council membership due to multiple resignations (causing Council to be inquorate)	Co-option of Councillors.	Executive Officer to Inform all remaining members of Council. Executive Officer to Inform Returning Officer.	Principal Council to decide on temporary working strategy for immediate Council business.		Principal Council to instigate by-election / co-option procedure. Council to review position and procedure for improvements.
Loss of staff members due to resignation or dismissal	Review current staff members and allot specific tasks as necessary.	Executive Officer to inform Chairman and begin recruitment process.			Provide replacement and/ or begin recruitment procedures.
Loss of Council documents due to fire	CLOUD storage. Fireproof Filing Cabinets.	Executive Officer to inform Chairman. Inform insurance company.	Council to review position.	Report incident to Full Council Meeting.	Council to review position and procedure for improvements.
Loss of Council electronic data due to fire, flood, breakdown, or theft	CLOUD storage. Service provider back up.	Executive Officer to inform Chairman.	Install backup files on temporary equipment.	Report incident to Full Council Meeting. Provide replacement equipment.	Council to review position and procedure for improvements.
Loss of Council equipment due to theft or breakdown	Service Provider back up.	Inform Executive Officer. Report theft to police and insurers.	Replace in line with current financial regulations.	Report incident to Full Council Meeting.	Council to review position and procedure for improvements.
Major Incident	Emergency Plan protocol.	Inform all members of Council/Executive Officer/Employees Contact with relevant emergency services if appropriate.	Advise community via notices, website, email of the issue and impact on facilities.	Chair to call extraordinary meeting if deemed necessary.	Council to review position and procedure for improvements.
Financial loss	Financial Risk Assessment.	Refer to risk assessment.	Refer to risk assessment.	Refer to risk assessment.	Refer to risk assessment.

3. Related Polices

- Governance Risk Assessment
- Financial Risk Assessment
- Financial Regulations
- Health and Safety Policy
- Emergency Plans MPC & MCC

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024

Review Due: January 2025