



## Oswestry Rural Parish Council

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### Business Continuity Plan

#### Purpose

This Business Continuity Plan is a strategy for ensuring that the parish council can respond to incidents and business disruptions in the event of unforeseen or unplanned staff absences. In the case of the parish council there is only one member of staff, the Clerk. This plan outlines what procedures should be implemented should the Clerk not be able to perform his/her contractual duties.

#### Core services provided by the council

The council is responsible for various green spaces, street lighting and cemeteries.

The Clerk, amongst other things, is responsible for carrying out the following functions:

- Preparing agendas and minutes for council meetings.
- Attending council meetings and other meetings that may benefit the council.
- Overseeing the council's service provision.
- Cemetery management including interments.
- Website management.
- Dealing with enquiries.

(This list is not exhaustive)

#### Risks

There are various reasons why the Clerk may not be able to perform his/her duties. For example, the loss of the Clerk due to:

- Resignation.
- Dismissal.
- Death.
- Long-term absence due to injury or sickness.
- Inability to attend council meetings.

In the event of any of the above risks occurring this Business Continuity Plan will be implemented as outlined below.

There may also be disruption due to annual leave/compassionate leave/pregnancy/maternity leave/paternity leave.

## BUSINESS RECOVERY PLAN

Timeline	24 hours	Within 7 days	Within 1 month	Within 3 months
<b>Recovery steps</b>	<b>Procedure</b>	<b>Parish council response</b>	<b>Business continuity</b>	
<b>Risk</b>				
Loss of Clerk due to resignation.	Clerk to inform chairman.	Chairman of Personnel Committee to call an extraordinary meeting to agree a recruitment procedure.	Appoint a locum clerk if present clerk leaves before a successor has begun in post.	
Loss of Clerk due to dismissal.	Chairman to report to parish council meeting.	Chairman of Personnel Committee to call an extraordinary meeting to agree a recruitment procedure.	Appoint a locum clerk.	Recruit a new clerk.
Loss of Clerk due to death.	Chairman to report to parish council meeting.	Chairman of Personnel Committee to call an extraordinary meeting to agree a recruitment procedure.	Appoint a locum clerk.	Recruit a new clerk.
Loss of Clerk due to long-term absence.	Chairman to report to parish council meeting.	Chairman of Personnel Committee to call an extraordinary meeting to agree the appointment of a locum clerk.	Appoint a locum clerk.	
Clerk unable to attend council meeting.	Clerk to inform chairman. Chairman to arrange for meeting to be recorded and/or ask someone present to take notes.	Clerk to write minutes from meeting.		

The recruitment procedure may be assisted via the SLCC and/or SALC.

<i>Adopted:</i>	<i>25 February 2020</i>
<i>Minute no:</i>	<i>630/20</i>
<i>Review date:</i>	<i>December 2021</i>
<i>Reviewed without change</i>	<i>8 December 2021</i>

See appendix concerning passwords.