

Litton Parish Council

Business Continuity Plan (BCP)

Reviewed: May 2026

Next Review: May 2027

1. Purpose of the Plan

Litton Parish Council must ensure it can deliver services safely, legally and effectively. This plan sets out how the Council will continue to operate in the event of an emergency, disruption, or loss of key personnel, systems or facilities.

2. Scope

This plan covers: loss of Clerk, loss of Chair/Vice-Chair, loss of records, loss of meeting venue, IT failure or cyber incident, major incident, severe weather.

3. Key Roles and Responsibilities

Clerk: maintain operations, manage records, submit statutory returns, manage finances, communicate with councillors and public.

Chair: leadership if Clerk unavailable, authorise urgent decisions.

Vice-Chair: act if Chair unavailable.

Councillors: support communication, assist with local checks, attend emergency meetings.

4. Priority Functions

1. **Statutory duties (payments, precept, AGAR).**
2. **Communication with councillors and residents.**
3. **Safety and asset management.**
4. **Decision-making (meetings or delegated authority).**

5. Risk Scenarios and Continuity Actions

- a. **Loss of Clerk: Chair activates plan, Vice-Chair supports, DALC contacted, temporary Clerk appointed if needed.**

- b. **Loss of Chair/Vice-Chair:** next senior councillor acts, temporary Chair elected.
- c. **Loss of Paper Records:** retrieve copies from County Records Office, use digital copies.
- d. **Cyber Incident:** use monthly backup, reset passwords, report to ICO if required.
- e. **Loss of Meeting Venue:** move to alternative venue or remote meeting.
- f. **Severe Weather:** councillors check assets, report hazards, update residents.
- g. **Major Incident:** coordinate with emergency services, support communication.

6. Communication Plan

Internal: Clerk emails councillors, Chair updates if Clerk unavailable.

Public: website updates, noticeboards, email auto-replies.

7. Financial Continuity

Dual authorisation maintained, payments prioritised, precept and AGAR deadlines protected.

If Clerk unavailable: Chair/Vice-Chair authorise urgent payments, DALC contacted.

8. Record Keeping and Data Protection

Paper: originals stored off-site, copies stored securely, fireproof box used.

Electronic: monthly encrypted backup, fireproof storage, cloud backup considered.

9. Delegated Authority in Emergencies

Clerk or Acting Clerk may authorise essential expenditure; Chair may make urgent decisions; all decisions reported to next meeting.

10. Recovery and Return to Normal Operations

Assess damage, restore systems, notify councillors and public, review response, update plan.

11. Review Cycle

Reviewed annually in May or after major incidents, elections, or staffing changes.