



# BUSINESS CONTINUITY PLAN

Adopted by Brixton Parish Council – 27th November 2024

Reviewed by Brixton Parish Council – 26th February 2025  
25th February 2026

This policy will be reviewed on an annual basis

Next Review – February 2027

Kirstie Aldridge - Clerk Brixton Parish Council  
clerk@brixtonparishcouncil.gov.uk

## **Brixton Parish Council's Business Continuity Plan**

Introduction	2
Major Incident Response	2
Core Business of the Brixton Parish Council	2
Potential Causes of Disruption	3
Actions to allow Brixton Parish Council business to continue	3
Review of Plan	4

## **Introduction**

The Civil Contingencies Act 2004 places a duty on a local authority that it is 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 a Town or Parish Council, it is Brixton Parish 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 Brixton Parish Council's area of responsibility.

## **Major Incident Response**

Such incidents by definition have a far wider impact than the parish of Brixton and the Council would not be the responsible authority for managing the recovery programme. Nevertheless, the Parish Council is prepared to give every practicable assistance to the responsible authority to help speedily and effectively mitigate the impact of any major incident on its residents.

## **Core Business of Brixton Parish Council**

The Council provides local services to its electorate which includes the provision of:

- Website, notice board and newsletter information
- The maintenance and safety of the parish council assets
- Acting as a consultee on planning applications to represent the best interests of the parish
- Managing the finances of the Council and using the precept for the benefit of the parish
- Liaising with SHDC and DCC on issues that affect the Parish

**Potential causes of disruption:**

**Damage** caused by fire, flood, storm and snow

**Failures** to equipment and of services

**Losses** could include the following:

- Staff, through death, illness, or injury whilst on or off Council duty
- Staff, through resignation
- Councillors through death, illness, or injury whilst on or off Council duty
- Councillors, through resignation which leaves the Council inquorate
- Equipment through theft, breakage, or major damage
- Council records through theft, corruption of files, or events listed above
- Parish Office facilities through Damage by natural or man-made events

**Actions to allow Brixton Parish Council business to continue:**

Event	Minimise Impact	Immediate Action	Continuity
Loss of Clerk due to death, sudden / long term illness, incapacity or resignation	<p>Ensure logins and passwords are available to the Chairman (these are kept in a sealed envelope) in the secure filing cabinet in the Clerk's home</p> <p>Keys to the secure filing cabinet in the Clerk's home are available to the Chairman</p> <p>Paper copies of all relevant policies are available to the Chairman</p>	<p>Chairman and Vice Chairman to be informed</p> <p>Chairman to inform Council and allocate essential tasks appropriately for business to continue</p>	<p>Look to recruit temporary replacement</p> <p>Seek and employ permanent Clerk</p>
Loss of Councillors due to multiple resignations (causing Council to be inquorate).	Co-option of Councillors	<p>Clerk to inform remaining Councillors.</p> <p>Clerk to inform SHDC Monitoring Officer</p>	<p>If required, DALC to advise on temporary working strategy for Council business to be maintained</p> <p>Instigate election / co-option procedure as advised by SHDC Monitoring Officer to recruit permanent councillors</p>

<p>Loss of Council documents due to fire, flood or other causes.</p> <p>Council documents are at the Clerk/RFO's home office.</p>	<p>Scan important documents and store on computer.</p> <p>Hold copies in a secure fireproof filing cabinet in the Parish Office.</p> <p>Regular back-up of computer files with copies being held in a secure filing fireproof cabinet in the Clerk's home</p>	<p>Clerk to inform Council and insurance company if necessary.</p>	<p>Council to discuss at next appropriate meeting.</p>
<p>Loss of Council electronic data due to fire, fault, breakdown or hacking.</p>	<p>Regular back-up of computer files with copies being held in a secure fireproof filing cabinet in the Clerk's home</p>	<p>Clerk to inform Council and insurance company if necessary.</p>	<p>Keep up to date with IT developments and cyber security.</p>
<p>Loss of Council equipment due to theft, fault or breakdown at Clerk's home office.</p>	<p>Regular back-up of computer files with copies being held in a secure fireproof filing cabinet in the Clerk's home.</p> <p>Maintain adequate insurance cover.</p>	<p>Report theft to police and insurance company.</p> <p>Council to decide on immediate replacement.</p>	<p>Replace in accordance with financial regulations and budget</p>

If the Clerk is not available the Chair, or in the absence of the Chair, the Vice Chair, or a Councillor of the Parish Council nominated by the Chair or Vice Chair shall implement the actions.

#### **Review of plan**

- The Business Continuity Plan to be reviewed on an annual basis.
- The Clerk to check that all the details are current and correct
- The Council to consider whether the critical activities, key risks and contingency plan actions are comprehensive and sufficient
- An updated Business Continuity Plan to be placed on the Parish Council website