



# MIDDLETON CHENEY Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
OX17 2LR

<b>Category:</b> Policy	<b>Status:</b> Adopted
<b>Responsible:</b> Clerk/RFO	<b>Adoption minute ref:</b> 23/190
<b>Applicable to:</b> Finance & Policy Committee	<b>Adoption date:</b> 17/07/2023
<b>Version:</b> 1.0	<b>Next review:</b> 07/2024

## BUSINESS CONTINUITY PLAN

A seamless service needs to be in place to ensure the community has confidence in the Parish Council's ability to maintain business continuity.

### Core business concerns of Middleton Cheney Parish Council

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

- Website, notice board, newsletter information and the use of other social media to communicate important and relevant matters.
- Street provisions: signs, some grit bins, benches, street lighting (excluding Main Road) and public general & dog waste bins, some bus shelters
- The Parish Meeting Room building
- Cemetery at Arrow Close
- Allotments (Middleway alleyway)
- Fault reporting (Liaising with WNC/Highways/Housing Associations on footpaths, rights of way, trees, property concerns)
- Managing litter
- Play areas (Stanwell, Astrop Road)
- Maintenance of grass verges
- Provision of defibrillators
- 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 community in accordance with statutory requirements (e.g internal and external audits)

The two main areas requiring specific planning are:

- 1) **Loss of access to the Parish Council Office (fire, flood, lack of basic services, contamination etc)**
- 2) **Loss of team members (employed staff or councillors)**

The intention of the plan is to minimise immediate disruption and to ensure that the running of the council is not affected in the longer term.

### Situation 1. Loss of access to the Parish Council Office.

#### Immediate response.

- Consider staff, councillors, and public safety.
- Clerk to work from home using Parish Council laptop and mobile. Calls to Parish Meeting Room can be diverted to Council Mobile by phone/broadband provider.  
All Statutory and current documents will be accessible on the Parish Council website and system. All documents are backed up. This is to include bank details and passwords in a secure file. (Please see Situation 2.)
- Clerk to email all councillors to agree course of action and to confirm timescales and roles.
- Clerk/Councillors to take photos as evidence/record which may be required for insurance purposes.
- Clerk to liaise with West Northants Emergency Planning Duty Officer (Office hours 0300 1261012, Out of hours Emergency only 07885 292851) and Northants CALC.
- An agreed list of documents is in the Parish Council's secure storage.

- Register of burials*
- Map of cemetery*
- Exclusive rights of burial record*
- Title deeds*
- A paper copy of all passwords and account details.*

These can be retrieved from site when confirmed safe to do so. New mobile secure storage to be purchased in the interim.

**Day 2**

Temporary open hours to be established with the Library. This should allow council to continue to be accessible to residents at agreed and published days and times. Clerk will continue to work from home if more appropriate. Clerk/Chair to inform residents of current position via website, noticeboards and social media. Chair/Vice chair/Clerk to liaise with local press.

Clerk to inform insurers. [REDACTED]

**Week 2 onwards**

- Salvage operation – removal of items to safe storage area.
- Self-storage facility to be rented if required.
- Reinstatement of phone line computer hardware and photocopier if appropriate.
- Continued redirection of phone line to Council mobile / temporary redirection of mail to Clerk’s address using Royal Mail redirection service.
- If site completely inaccessible, trades waste bin to be relocated in village for safer access for litter pickers.
- Clerk to liaise with insurers, services, builders, suppliers etc with reference to damage and future developments etc.

**Situation 2. Loss of team members.**

The loss of staff/Councillors as a resource may be due to inability to work such as illness or from the inability to get to the office due to the severity of a community emergency.

The Parish Council will use a password manager service with a cloud synchronised vault for all organisation account credentials. The master password and access instructions will be accessible by the Clerk, Chairman and Vice-Chair. The Clerk, Chairman and Vice Chair will have access to the password manager. Regular back up of the credentials will be made and stored in a secure manner. The Parish Council will continue to make use of OneDrive file synchronisation as part of our Microsoft 365 subscription. The Parish Council will subscribe to a cloud backup service and a regular test of the restoration of back-up files will be carried out.

In the first instance Chairman will cover for Clerk and Vice Chair will cover for Chairman. Clerk/Chair to email all councillors to agree course of action and to confirm timescales and roles. Depending on other commitments Chair /Vice Chair can appoint a small team of councillors to act as a Task and Finish group. “Office Operations” file to be shared to identify upcoming / in progress tasks and regular responsibilities.

**Document History**

Version	Author	Date	Changes	Status	Minute ref
1.0	R Hoose	12-04-2023		Draft	
1.0	P Davis	17-07-2023		Adopted	23/190