

## West Dereham Parish Council Business Continuity Plan (BCP)

PC Critical Activities	Risk	Likelihood			Business Continuity Actions
		Possibility	Impact	Overall risk	
Grass cutting	Machinery unable to gain access	Medium	Low	Low	Privately contracted/PC would follow government advice in a crisis situation.
Accessibility to public	Loss of telephone service	Medium	Low	Low	Mobile phones/notice boards/verbal communication/message posted on PC website.
Accessibility to public	Loss of internet service	High	Medium	High	PC to seek new service provider if technical fault/notice boards/verbal communication. For short term loss of service consider ruralboardband.co.uk for short term hire of satellite broadband.
Administration of PC business or Clerk unable to work	Payment of bills/accounts/minutes/ etc.	Medium	Medium	Medium	Councillors/contacts provide service temporarily. Contact Norfolk Association of Local Clerks for a locum clerk Tel: 01603 638495.
Maintain and safeguard PC records	Records lost owing to fire	Medium	High	Medium	Paper copies to be kept in fireproof secure cabinets in village hall. Valuable documents sent to Norfolk Record Office. Some papers/documents kept by Councillors either as hard copies or on their PCs. Majority of documents kept on WDPC Computer.
Maintain and safeguard PC records	Records lost owing to theft	Medium	High	Medium	As above
Maintain and safeguard PC records	Records lost owing to IT failure	High	High	High	PC to be backed up monthly Back up data to be kept in fire proof cabinet
Maintain democratic processes of the PC, Meetings, decision making, etc	Members unable to attend meetings and achieving a quorum	Low	High	Medium	In exceptional circumstances, when approved by the Chairman, or in their absence either Vice Chair, the Clerk can spend up to £250. This would be retrospectively approved by PC.

