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.