

Cople Parish Council – Business Continuity Plan

Scope of the Business Continuity Plan

The Civil Contingencies Act 2004 places a duty on a principal authority (i.e. Borough Council) that it is prepared, as far as is reasonably practical, to continue to provide critical functions/assistance in the event of disruption. Whilst this is not a statutory duty for a Parish Council, it is the intention of Cople Parish Council, to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of a disruption to the day to day running of the Council.

Major Incident Response

Such incidents by definition have a far wider impact than the parish of Cople and the Council would not be the responsible authority for managing the recovery programme. Nevertheless, the 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 the Council

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

- General village maintenance (general maintenance of council assets and grounds/woodland maintenance)
- Website and noticeboard Information
- Signs, benches, litter bins, street lighting (in parts of the village)

Possible Causes of Disruption

- Damage caused by fire, flood, storm, tempest, snow
- Failures to equipment, services
- Loss of staff through death, illness or injury whilst on or off Council duty or through resignation
- Loss of Councillors through death, illness or injury whilst on or off Council duty or through resignation, which leaves the Council inquorate
- Loss of Equipment through theft, breakage or major damage
- Loss of Council records through theft, corruption of files, or any of the events listed above
- Loss of Parish Council facilities through damage by natural events or man-made events

The table below identifies risks to the Council, how that risk is mitigated and a business recovery timeline

Timeline	Mitigation	24 hours	Within 7 days	Within 1 month	Within 3 months
Recovery steps → Event ↓	Plan to minimise impact	Immediate response & Actions	Response as prescribed by Parish Council	BUSINESS CONTINUITY Rebuild confidence	
Loss of Clerk due to sudden/long term illness, incapacity or death, resignation or dismissal	• Ensure live documents are up to date and all key tasks are listed. • Access to logins and passwords for Chair/Vice-Chair	• Chair to inform Full Council	• Council to decide on temporary cover strategy		• Provide replacement and/or begin recruitment procedures • Council to review position and procedure for improvements
Loss of Councillors due to multiple resignations (causing Council to be inquorate)	• Ensure full number of Councillors. • Co-option of Councillors	• Clerk to inform all remaining Councillors. • Clerk to inform BBC	• Clerk to contact BATPC for advice and co-ordinate with BBC to decide on temporary working strategy for immediate Council business	• Look into co-option/election procedure with BBC	• Council to review position and procedure for improvements
Loss of Clerk's Office due to natural events or man-made events	• Cloud storage of documents • Scan of key documents.	• Clerk to inform all Councillors. • Clerk to inform insurance company.	• Clerk to advise on temporary cover strategy		• Council to support repairs/rebuild/relocation

	Storage of key documents in separate secure location	Clerk to inform HSE, if required.			
Loss of Council documents due to fire	- Cloud storage of documents - Storage of key documents in separate secure location	- Clerk to inform Chair. - Clerk to inform insurance company.	Council to review impact	Report incident to Full Council meeting	Council to review position and procedure for improvements
Loss of Council electronic data due to fire, flood, breakdown or theft	Cloud storage of documents	- Clerk to inform Chair - Clerk to inform ICO if personal data compromised	Install back-up files on temporary equipment	- Report incident to Full Council - Provide replacement equipment	Council to review position and procedure for improvements
Loss of Council equipment due to theft or breakdown	Cloud storage of documents	- Clerk to inform Chair - Report theft to police and insurers - Clerk to inform ICO if personal data compromised	Install back-up files on temporary equipment	- Report incident to Full Council - Provide replacement equipment	Council to review position and procedure for improvements
Major incident	See major incident response on page 1	- Inform all Councillors and relevant contractors - Contact with relevant emergency	Advise community via notices, website, e-mail of the issue and impact on facilities	Call Extraordinary Meeting if deemed necessary	Council to review position and procedure for improvements

		services if appropriate			
Financial loss	Financial Risk Assessment in place and reviewed annually	Refer to Financial Risk Assessment	Refer to Financial Risk Assessment	- Refer to Financial Risk Assessment - Council to review position and procedure for improvements	- Refer to Financial Risk Assessment - Council to review implemented improvements

Incident Response Contacts

Emergency Contacts

Area	Name	Company/Location	Contact details
Trees fallen/dangerous	Landowner/BBC		BBC Highways or Tree Officer
Street furniture/VAS broken/dangerous	Parish Clerk	PC office	clerk@copple-pc.gov.uk
Roads, footways, street signs	BBC Highways	BBC	Highways.helpdesk@bedford.gov.uk
Road name plates	BBC Highways	BBC	Highways.helpdesk@bedford.gov.uk
Fly tipping/fly posting/abandoned vehicles/	BBC Environmental Services	BBC	Env.Services@bedford.gov.uk
Death or serious injury of employee whilst on Council business	Health and Safety Executive		www.hse.gov.uk
Bedfordshire Police			Non-emergency 101 Emergency 999
Fire and Rescue			999
Ambulance			999
Gas Emergency	National Grid		0800 111 999
Electrical Emergency	UK Power Networks		0800 783 8838
Water leak	Anglian Water		0800 771 881
Bedford Borough Council			01234 267422

The Clerk shall be the first point of contact for all emergencies and business continuity actions.

The Clerk shall implement all business continuity actions in consultation with the Chair/Vice-Chair

If the Clerk is not available and urgent action is required the Chair, Vice-Chair or a Councillor(s) of the Parish Council nominated by the Chair, shall implement all business continuity actions.

Adopted - May 2020

Reviewed – 19th January 2026