



Tidbury Green Parish Council

Disaster Recovery Plan

Scope

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, Tidbury Green Parish Council believe that it is important to have an up to date Disaster Recovery Plan for implementation in the event of disruptions to the day to day running of the Parish Council.

This plan is developed to ensure that Tidbury Green Parish Council is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption.

The plan provides a framework in order for the Parish Council Council to work to prevent or mitigate the severity of potential disruptions.

This plan identifies the instances of disruption, first reactions, recovery objectives, 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 Tidbury Green Parish Council's area of responsibility. It also includes the communication process to keep everyone informed of necessary changes to service delivery.

Core Business of the Parish Council

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

- Website,
- Notice board
- Newsletter information
- Acting as a consultee on planning applications to represent the best interests of the village
- Managing the finances of the Council and using the precept for the benefit of the village
- Liaising with Solihull Metropolitan Council on issues that affect the Parish
- Trustee of Village Hall
- Trustee of Allotments

The Parish Council does not operate from an office or have any specific premises necessary for the discharge of its responsibilities

Potential causes of disruption

Damage caused by-

- a) Storm, tempest, flood and snow
- b) Fire
- c) Terrorism

Failures to-

- a) Equipment
- b) Public services

Losses of-

- a) Staff through death, illness or injury or resignation, whilst on or off Council duty
- b) Councillors by any reason which leaves the Council inquorate
- c) Equipment theft breakage or major damaged) Loss of Council records through theft, fire or corruption of files

Council Contacts

Position	Name	Address Telephone / Email
Chairman	Chris Farr	<u>01564 822521</u> <u>christopher.farr at tidburygreen-pc.org.uk</u>
Vice-Chair	Mark Reohorn	07793367537 <u>mark.reohorn at tidburygreen-pc.org.uk</u>
Councillor	Azra Hussain	07915 055229 <u>azra.hussain at tidburygreen-pc.org.uk</u>
Councillor	Lynn Waites	07768474374 Email - TBC
Councillor	Vacancy	
Clerk	Charlotte Kirby	<u>charlotte.kirby at tidburygreen-pc.org.uk</u>
Allotment Association	Nigel Davies	07831313012 <u>Nigeld3297@gmail.com</u>
Village Hall	Derek Jesson	01564 824730


Disaster Recovery Plan

Event	Minimise Impact	Immediate Action	Management Response
Clerk on leave, or short term sick leave	1/ Ensure that records and key tasks are as up to date as possible	Inform Chair and Councillors as soon as possible. Provide relevant system access and passwords	Chair and Councillors to Agree Cover for urgent tasks including email checking and circulation of urgent emails.
Loss of clerk due to death, sudden/long term illnesses.	1/ Ensure that records and key tasks are as up to date as possible 2/ Make sure passwords held in the black box by the chairman are up to date.	Inform Chair as soon as possible. Chair to inform Councillors	Chair and Councillors to Agree Cover for urgent tasks including email checking and circulation of urgent emails. Assess the likely absence timescale and initiate recruitment of Temporary or Permanent Clerk/RFO Replacement.
Loss of clerk due to resignation	1/ Ensure that records and key tasks are as up to date as possible 2/ Make sure passwords held in the black box by the chairman are up to date.	Inform Chair as soon as possible. Chair to inform Councillors	Chair and Councillors to Agree Cover for urgent tasks including email checking and circulation of urgent emails. Seek temporary help (Via WALC) Initiate recruitment procedures to seek replacement.
Loss of Councillors due to multiple resignations (causing council to be inquorate)		Chairman to inform remaining Councillors and the Clerk. Clerk to inform SMBC Monitoring Officer	SMBC to decide on temporary working strategy for Council business to be maintained followed by instigation of a by election or co-option procedure
Loss of Council documents/ files due to fire, flood, breakdown or other causes.	Complete regular backups of data onto a separate drive. Separate drive and Black Box, containing copies of predefined documents to be held by the chairman	Clerk to inform Chairman, Councillors and insurance company if appropriate. If appropriate seek help from Technical Consultant.	Council to discuss at next meeting.
Loss of Council equipment due to theft, fault or breakdown.	Complete regular backups of data onto a separate drive. Separate drive to be held by the chairman	Clerk to inform the Chairman and Councillors. Report theft to police and insurance company. Decide on replacement.	Replace in line with current financial regulations. Download data from separate drive. If appropriate seek help from Technical Consultant.
Village Hall	To be decided by Village Hall Management Committee. Annual Village Hall Risk Assessment	Issues to be discussed by Village Hall Management Committee and managed by Committee. If appropriate issues should be reported to the Parish Council, via Councillor L.Waites who is a member of the Village Hall Committee.	To be Managed by Village Hall Committee, with the Parish council informed via Cllr.L.Waites as appropriate. If appropriate parish council to offer guidance/ assist with issues.
Allotment Site	To be decided by Allotment Association.	Issues to be discussed and managed by Allotment Association. If appropriate issues should be reported to the Parish Council, via the Parish Clerk	To be Managed by Allotment Site, with the Parish council informed via the Parish Clerk as appropriate. If appropriate parish council to offer guidance/ assist with issues.

Date of Policy: 22 January 2020

Date of Re-approval 24 February 2021

Date to be reviewed: February 2022

Chairman  Parish Clerk. 