

WINSFORD TOWN COUNCIL



BUSINESS CONTINUITY PLAN

MARCH 2020

CONTEXT

The Civil Contingencies Act 2004 places a duty on principal local authorities to ensure that they have prepared, as far as reasonably practical, to continue to provide critical services during any disruptive challenge.

Although this requirement does not apply to local councils, it is clearly advisable for larger local councils such as Winsford Town Council to have at least a basic plan in place. For instance, there is no management plan presently for loss or long-term incapacity of a Clerk, loss or theft of records, full or majority replacement of the Council at an election or other such instances. So, although the risk of it happening is low, not having a plan would leave the Council in a difficult position

The Town Council's Risk Assessment Policy, approved in July 2007, proposes the introduction of a Business Continuity Plan. This is that Plan.

RISK IDENTIFICATION AND MITIGATION STRATEGIES

The services provided by the Town Council could be disrupted by a range of incidents. It is important to ensure that the risks that can adversely affect the organisation and its facilities are identified, evaluated and that appropriate control measures are in place to mitigate the risks. The following table outlines key risks and the generic risk mitigation measures to be implemented or developed.

An annual risk assessment is undertaken. Any emerging issues will be incorporated into this Business Continuity Plan.

Impact of risk	Cause	Risk mitigation
Loss of key building	Fire/arson Vandalism Explosion Flood Storm damage/severe weather Terrorism Denial of access/inaccessible - Legionella, asbestos, crime scene, gas leak, bomb alert or Contamination Structural failure	<ul style="list-style-type: none"> • Security Risk Assessments • Risk Management Surveys and measures • Fire Risk Assessments • Legionella Programme • Asbestos surveys and monitoring programme • Monitoring systems • Health and Safety Risk Assessments • Training programmes • Security Measures e.g. CCTV, Access Control • Planned Maintenance • Environmental Management System
Loss of key staff/ Members	Flu Pandemic Industrial disputes Strike action Lottery win	<ul style="list-style-type: none"> • National Flu Pandemic Plan • Negotiate agreements to protect key services • Succession planning for key

	<p>Transport problems Severe weather Epidemics Fuel</p>	<p>staff</p> <ul style="list-style-type: none"> • National Fuel Plan • Standing Orders enabling emergency decisions to be taken
<p>Loss of key infrastructure/ equipment/external services</p>		
<p><i>Internal</i> IT system failure/loss</p> <p><i>External</i> Loss of utilities - telecoms, water, power, fuel Supplier failure Failure of supply chains</p>	<p>Fire/arson Vandalism Theft Sabotage Terrorism Explosion Flood Accidental damage Denial of access/inaccessible - Contamination Technical Breakdown Drought Shortage or disruption to supply due to strike</p>	<ul style="list-style-type: none"> • Disaster Recovery Plan and testing • Off-site data backup for AdvantEDGE Finance Package • Network resilience • Telecoms resilience • Security measures (Local/National) • Back up generators/UPS at key sites • Secure networks • Network standards • National Fuel Plan • National Telecom Resilience Programme