



MELTON PARISH COUNCIL

This is a first draft of a Business Continuity Plan. Members are invited to comment on both presentation and content.

FRM(19)66.02

MELTON PARISH COUNCIL BUSINESS CONTINUITY PLAN

1. Aim

To put in place measures to protect Melton Parish Council (MPC) as far as possible from any disruptive incident and to prepare MPC in the event of an emergency affecting its office / meeting room to both mitigate its effects and make a quick return to “business as usual”.

2. Objectives

- (1) To ensure that as far as possible actions are put in place to minimise disruption in the event of an emergency
- (2) To ensure a timely response to any emergency
- (3) To maintain core services during any such emergency
- (4) To return to “business as usual” as quickly as possible.

3. Measures to reduce risk of impact on the Council’s business in the event of a critical incident

- Adequate up to date insurance cover in place
- Full compliance with the Regulatory Reform (Fire Safety) Order 2005
- Clear responsibilities between landlord and tenant (1st floor letting) set out in contractual relationship
- Provision of fireproof safe for important documents that cannot be replaced – **this is a high priority**
- Duplicates of other documents (e.g. contracts of employment) held off-site
- Off-site/virtual backup for data, systems and documentation – **this is a high priority**

4. Critical Functions in the event of an emergency

Function	Impact if interrupted High/Medium/Low	Likelihood High/Medium/Low	Recovery timeframe required	Action(s) required
Use of office	High	Low		Staff to work from home if office unavailable
Use of meeting room	Low-medium	Low	1 week	Alternative venue for meeting rooms would have to be sought
Access to email	High	Low	1 day	Netwise are responsible for restoring access
Access to website	High	Low	1 day	Netwise are responsible for restoring access
Phone/Broadband system	High	Low	1 day	Comms Unite are responsible for restoring access. Staff to work from home if no internet access available in the office.

5. Emergency response checklist

ACTION	COMPLETED
Refer to Savills' Site Emergency Incident Plan for Riduna Park and comply with requirements at start of emergency (copy annexed FRM(19)66.02a)	
Identify and quantify all loss and damage	
Identify critical functions disrupted	
Take whatever action is possible to recover critical functions	
Provide information to Councillors and community on the position and interim arrangements for business continuity	
Develop full business recovery plan in conjunction with Councillors	

6. Contact details for key individuals / organisations

Name	Organisation	Telephone	Email

DRAFT