



MELTON PARISH COUNCIL

FRM(21)07.03

This is a revised draft of a Business Continuity Plan for Melton Parish Council for consideration and adoption. An initial draft was considered by Finance, Employment and Risk Management (FERM) Committee on 11 December 2019 and agreed, subject to actions to be completed under section 3 which have now been done. The overall Plan has also been expanded.

William Grosvenor Clerk and Executive Officer to the Council 8 February 2021

MELTON PARISH COUNCIL BUSINESS CONTINUITY PLAN

1. Scope

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 to the Council’s business functions 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 prioritise key business functions for recovery
- (5) To return to “business as usual” as quickly as possible.

3. Measures in place that should reduce risk of impact on the Council's business in the event of a critical incident

These are as follows:

- Adequate up to date insurance cover.
- Full compliance with the Regulatory Reform (Fire Safety) Order 2005. [A full Fire Risk Assessment was undertaken by Guardian Fire Safety Management Ltd on 12 October 2020. Overall fire risk is considered LOW. It should be reviewed annually by staff to assess its continuing relevance. The 1st floor tenanted premises also had a separate Fire Risk Assessment at the same time. The Fire Safety Report for the Parish Office together with a copy of the evacuation procedure has been shared with the 1st floor tenant.]
- Clear responsibilities for the building shared between landlord and 1st floor tenant are set out in the terms of the lease.
- Important documents that cannot be replaced together with the hard drives are kept in a safe which has a 60 minute fire rating and also a degree of water resistance.
- Duplicates of other documents (e.g. contracts of employment) are held off-site.
- Off-site/virtual backup for data, systems and documentation is being achieved by storing all documents going forward on OneDrive, thus using cloud storage and allowing access from remote locations. An additional pair of hard drives is being procured to enable one of each pair to be stored off site; the other one being stored in the office safe.

4. Critical Functions in the event of an emergency and analysis

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 ACTIONS / NOTES
Refer to Savills' Site Emergency Incident Plan for Riduna Park and comply with key requirements at start of emergency	
Liaise with emergency services	
Identify and quantify all loss and damage to the organisation, including premises, equipment, data, records, etc.	
Liaise with insurers	
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

Contact details for key individuals / organisations	Organisation	Telephone	Email
Electricity	Smartest Energy	01903 703400	customerservices.business@smartestenergy.com
Telecommunications	Comms Unite	01473 599020	hello@comms-unite.co.uk
Water	Anglian Water	03457 919155	https://www.anglianwater.co.uk/contact-us-form/
Riduna Park site management	Savills (Managing Agents for Riduna Park)	01473 234800	https://www.savills.co.uk/forms/contact-office.aspx?id=273793-0
Site owners	Riduna Holdings	01728 746396	info@ridunaholdings.com
1 st Floor tenants	Real Vision	07564 956194	naryong@realvision.com
Insurance Brokers	Came & Co	01483 462860	local.councils@cameandcompany.co.uk
Chair of Parish Council	Melton PC		Cllr.porter@melton-suffolk-pc.gov.uk
Chair of Parish Council Finance Employment & Risk Management Committee	Melton PC		Cllr.banks@melton-suffolk-pc.gov.uk