Leafield Parish Council
Business Continuity Policy

Adopted by Leafield Parish Council on 13 October 2021

Introduction
Leafield Parish covers an area of 1105 ha north-west of Witney within the Cotswold AONB, in rural West Oxfordshire, encompassing Leafield village and outlying communities, with a population of approximately 880.

Leafield has one church, a village hall, a council pavilion, and a primary school.

Scope
The Civil Contingencies Act 2004 places a duty on a local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption. This policy sets out the overall responsibilities and potential problems, and the associated Business Continuity Plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed of necessary changes to service delivery.

Council's responsibilities
- Playground in Leafield
- Closed churchyard in Leafield
- Burial ground in Leafield
- Pavilion building in Leafield
- Maintenance of PC website, noticeboards and social media
- Maintenance of assets as per Council asset list
- Provision of some winter salt
- Council administration, legal and accounting responsibilities

NB – The council does not operate from an office or have any specific premises necessary for the discharge of its responsibilities.

Potential causes of disruption which could invoke the implementation of the Business Continuity Plan
<u>Damage caused by:</u>
- Storm, tempest, flood or snow
- Fire
- Terrorism

<u>Failures to:</u>
- Equipment
- Services

<u>Losses of:</u>
- Staff through resignation, illness, injury or death whilst on or off council business
- Councillors through resignation, illness, injury or death whilst on or off council business
- Equipment theft, breakage or major damage
- Loss of council records through theft, fire, water damage,or file corruption

Implementation of the Business Continuity Plan
1. It is the Clerk's responsibility to implement all business continuity actions unless they are unavailable.
2. If the Clerk is unavailable and urgent action is required the Chairman, Vice Chairman (or any other councillor with appropriate knowledge) will implement all business continuity actions.

Business Continuity Plan review

1. The Business Continuity Plan will be reviewed on an annual basis.
2. The Clerk will check that all contact details are current and correct.
3. The council will consider whether the critical activities, key risks and contingency plan actions are comprehensive and sufficient.
4. Each Councillor will be provided with an updated Business Continuity Plan.

This policy will be updated as required and reviewed annually.