



Skeeby Parish Council – Business Continuity Plan

1. Introduction and Purpose

Skeeby Parish Council recognises the importance of maintaining continuity of its business in the event of a disruption or emergency.

This Business Continuity Plan sets out how the Council will continue to operate, safeguard its statutory functions, and resume normal business as quickly as possible following an incident.

This plan supports the Council's duty to maintain proper administration, governance, and financial control in accordance with the **Local Government Act 1972** and **JPEG Proper Practices**.

2. Scope

This plan applies to:

- All Councillors of Skeeby Parish Council
- The Clerk to Skeeby Parish Council, who is also the Responsible Financial Officer (RFO)
- Any employees, contractors, or volunteers acting on behalf of the Council

3. Risk Assessment

The Council has identified the following potential risks which could disrupt normal operations:

- Loss or unavailability of the Clerk/RFO or other key officers
- Severe weather events, flooding, fire, or other environmental incidents
- Loss of access to the Clerks home, or meeting venues
- Failure of IT systems, email, website, or financial software
- Power, broadband, or communications outages
- Major local or national emergencies

4. Critical Functions and Priorities

In accordance with JPAG guidance, the Council has identified its critical activities and acceptable levels of disruption.

Function	Responsible Officer	Maximum Disruption
Council administration and governance	Clerk	5 working days
Financial payments and payroll	RFO	5 working days
Statutory and legal duties	Chair / Clerk	Minimal
Public information and communications	Clerk / Chair	2–3 days
Council meetings and decision-making	Chair	Up to 1 month

5. Roles and Responsibilities

Chair of Skeeby Parish Council

- Provides leadership during an incident
- Authorises emergency or urgent decisions in accordance with Standing Orders
- Acts as the main liaison with District and County Councils and other authorities

Clerk to Skeeby Parish Council / RFO

- Coordinates the Council's operational response
- Maintains access to essential records and financial systems
- Ensures statutory duties and reporting requirements continue to be met

Vice Chair of Skeeby Parish Council

- Acts in the absence of the Chair
- Supports continuity arrangements as required

6. Emergency Contact Arrangements

(To be maintained and reviewed regularly)

- Chair, Skeeby Parish Council
- Vice Chair, Skeeby Parish Council
- Clerk / RFO, Skeeby Parish Council
- District / County Council contacts
- Emergency Services (999 / 101)

Copies of key contacts and access to accounts will be retained securely by The Chair, other nominated councillor and Clerk. These will be reviewed and amended annually, or when changes occur.

7. Continuity Arrangements

7.1 Loss of Premises

- The Clerk will work from another location where practicable
- Council meetings may be held virtually or at alternative venues
- Essential documents will be accessed electronically or from secure backups

7.2 Loss of Key Staff

- The Chair or Vice Chair will oversee urgent matters
- Support may be requested from neighbouring parish councils or the District Council
- Temporary arrangements will be made to ensure financial and statutory duties continue

7.3 IT and Records Failure

- Financial and governance records are backed up securely on the cloud and external hard drive.
- Alternative devices and communication methods may be used
- Paper copies of essential information will be accessed where required

8. Communications

During a disruption:

- Councillors will be kept informed by the Clerk or Chair
- Public information will be communicated via:
 - Skeeby Parish Council website
 - Parish noticeboards
 - Social media platforms

Communications will be clear, proportionate, and timely.

9. Financial Controls

- Emergency payments will be authorised in accordance with the Council's Financial Regulations and Standing Orders
- Bank signatories will be maintained and reviewed regularly
- Financial systems and records will be backed up in line with JPAG requirements

10. Recovery and Review

Following an incident:

- Normal operations will be restored as soon as practicable
- Actions taken will be reviewed by the Council
- This plan will be updated if necessary

11. Review and Adoption

This Business Continuity Plan will be reviewed:

- Annually
- Following any significant disruption or emergency

Adopted by Skeeby Parish Council on: 20th May 2026

Minute Reference: 8.1

Next Review Date: May 2027

This document:

- Meets **JPAG “proper practices” expectations**
- Shows clear **risk awareness**
- Identifies **critical services**
- Demonstrates **financial and governance continuity**
- Includes **formal review and adoption**