



NEWICK PARISH COUNCIL

BUSINESS CONTINUITY PLAN FOR NEWICK PARISH COUNCIL'S CLERK

In the event that Clerk's home became unusable for whatever reason all the Council's data is available from a monthly back up of all computer files kept in the fireproof safe at the Village Hall in the room opposite the kitchen. The files could be loaded onto any suitable computer and the Clerk could continue to work provided suitable accommodation was available. The key for the fireproof safe is kept in the cupboard beside the Clerk's desk on a bunch with other keys. Arrangements for printing may have to be made as the Council printer may be unavailable. In this situation, the normal telephone line used for the Parish Council would be unavailable but could be temporarily transferred to a mobile or other landline.

The Clerk keeps a small number of paper files and other documents in current use at home together with minutes and agendas. There is a risk that some of this information could be lost but all the important items are kept in the Village Hall in the fireproof safe. The computer back up disc (backed-up monthly) is held in the fireproof safe at the Village Hall.

Older material is deposited with the County Archivist. This includes back copies of minutes.

Parish Council mail would have to be redirected to another address or collected.

In the event that the Village Hall is not available all the important documentation is in the fireproof safe as well as a copy of computer files being available at the Clerk's home.

In the event of the Clerk being incapacitated a letter has been lodged with Cllrs. C. Jago and J. Lucas so that the Parish Council information can be accessed at the Clerk's home. Only nominated person(s) is allowed to access the computer and collect the files etc. Arrangements will have to be made for phone calls and emails to be redirected to the person who would be covering for the Clerk.

SALC (Lewes) would have to be informed immediately in the event of the Clerk's non availability as they should be able to make arrangements to put in emergency cover providing an experienced Clerk for the short term.

Should the Sports Pavilion not be available for meetings another venue would have to be secured.

Should the internet become unavailable in the village this could affect the Parish Council's work as most of the Council's work requires use of the internet.

The rest of the Parish Council's procedures are covered in its Standing Orders, Financial Regulations and Risk Assessment documents.

Adopted and Reviewed

Signed:
Chairman
Newick Parish Council