



Business Continuity Plan

February 2025

Contents

1.	Introduction	3
2.	Core Business of Spilsby Town Council	3
3.	Potential Causes of Disruption	3
4.	Risk Management Plan	4
5.	Business Continuity Plan Emergency Contacts	7

Contact details

Town Clerk
Franklin Hall
Halton Road
Spilsby
PE23 5LA

Tel: 01790 753189
townclerk@spilsbytowncouncil.gov.uk

Business Continuity Plan 2025
Next Review: 2027

1. Introduction

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 important functions and services in the event of a disruption.

Whilst this is not a statutory duty for a town council it is Spilsby Town Council's ("STC") intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of STC.

The plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within STCs area of responsibility.

2. Core Business of Spilsby Town Council

Core Business of Spilsby Town Council. The Town Council provides local services to its electorate which includes the provision of:

- The Town Council Office
- Employed staff to carry out STC functions
- Children's play equipment at Spilsby Recreation Ground
- Allotments
- TOC H Land
- Spinney
- Cemetery
- STC Noticeboards
- STC website and maintaining a presence on relevant social media sites
- Managing the finances of STC and using the precept to benefit the town
- Acting as a consultee on planning applications to represent the interests of the town
- Liaising with the District Council and the County Council, or other relevant parties, on issues that affect the town
- CCTV at various locations within the town

3. Potential Causes of Disruption

Potential causes of disruption include:

- a. Disasters and weather-related problems, including:
 - fire
 - storms
 - flood
 - snow
 - actions by other parties
 - terrorism
- b. Vandalism or damage to STC property
- c. Failures:
 - equipment due to failure, breakage or theft

- utilities and infrastructure providers
- public services

d. Losses of:

- staff and councillors through death, illness, injury or resignation whilst on or off STC duties, which in the case of councillors may leave the town council inquorate.
- equipment through theft breakage or major damage
- STC records through theft, fire or corruption of files

4. Risk Management Plan

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY
Loss of Clerk/RFO due to death, illness, incapacity or resignation/dismissal	Ensure key tasks are up to date, including Minutes. Access to log ins and passwords are available. Deputy Clerk trained in key duties.	Inform Chairman and Vice-Chairman. Chairman/Vice-Chairman to inform Council. Chairman to inform Health and Safety Executive if necessary. Notice on Website, if appropriate. Inform Local Paper, in appropriate. Put Notice on Noticeboards, if appropriate.	Recruit temporary replacement/locum. Recruit permanent Clerk. Longer Term: Review procedures to ensure minimal impact from loss.
Loss of Deputy Clerk due to death, illness, incapacity or resignation/dismissal	Ensure key tasks are up to date, including Minutes. Access to log ins and passwords available. Clerk aware of key duties.	Inform Clerk, Chairman and Vice-Chairman. Clerk or Chairman/Vice-Chairman to inform Council. Clerk to inform Health and Safety Executive, if necessary. Notice on Website, if appropriate. Inform Local Paper, if appropriate. Notice on Noticeboards, if appropriate.	Recruit temporary replacement/locum. Recruit permanent Deputy Clerk. Longer Term: Review procedure to ensure minimal impact from loss.
Loss of Clerk/RFO due to death, illness, incapacity or resignation/dismissal	Ensure key tasks are up to date, including Accounts. Access	Inform Chairman and Vice-Chairman. Chairman/Vice-Chairman to inform Council. Chairman to inform Health &	Recruit temporary replacement/locum.

resignation/dismissal	to log ins and passwords are available. Clerk and Deputy Clerk trained in key duties. Ensure compliance with Financial Regulations.	Safety Executive, if necessary. Notice on Website, if appropriate. Inform Local Paper, if appropriate. Notice on Noticeboards, in appropriate.	Recruit permanent RFO. Longer Term: Review procedures to ensure minimal impact from loss.
Death or serious injury to member of staff whilst carrying out Town Council duties or prolonged absence or resignation of dismissal of staff.	Knowledge of duties with regard to Health & Safety. Knowledge of duties with regard to employment law and staff supervision.	Clerk and Chairman/Vice-Chairman to be informed. Council to be informed. Clerk to inform Health & Safety Executive, if necessary. Clerk to inform Insurers, if appropriate. Clerk to inform relevant third parties.	Recruit temporary replacement. Recruit permanent replacement. Longer Term: Review procedures to ensure minimal impact from loss.
Loss of Councillors due to multiple resignations (causing the Council to be inquorate)	Co-option of Councillors from waiting list/reserved by ELDC, if necessary.	Clerk to inform remaining Councillors and employees of the Council. Clerk to inform ELDC Electoral Service.	ELDC to decide on temporary working strategy for Council business. By-election or co-option procedure to be instigated. Longer Term: Town Council to review procedure for recruitment of Councillors.
Loss of Council documents due to fire, flood or other causes.	Scan important documents and keep an electronic copy. Regular back up of electronic	Clerk to inform Chairman/Vice-Chairman. Retrieve last back-up. Clerk to inform Insurance Company, if necessary.	Review procedures to ensure improvements and security.

	documents on a hard drive to be held by staff at home. Important paper documents (e.g. deeds, leases, etc) held in a fire proof safe. Paper copies of important paper documents held by appropriate persons, e.g Solicitors.	Report incident to Full Council.	
Loss of Council equipment or electronic data due to theft, fault or breakdown.	Back up of Computers. Regular risk assessments, including security reviews.	Clerk to inform Chairman/Vice-Chairman. Report theft to Police and Insurance Company. Decide on immediate replacement. Report incident to Full Council.	Replace in accordance with current regulations. Longer Term: Review procedures to ensure improvements .
Damage to Spilsby Town Council Office.	Maintain adequate Insurance Cover. Carry out risk assessments.	Clerk to inform Insurance Company. Clerk to inform Police, if necessary. Clerk to inform Chairman/Vice-Chairman. Council to be informed. Alternative work premises to be identified or Clerk, Deputy Clerk, RFO to work from home. Clerk to notify public of any closure of Office (Noticeboards/Website/Social Media. Redirection of Spilsby Town Council mail to alternative address.	Review procedures to ensure improvements . Review Risk Assessment.
Damage to Spilsby Town Council allotments, open spaces and play equipment.	Maintain adequate insurance cover, where available and appropriate. Carry out risk assessments.	Clerk to inform Insurance Company, if appropriate. Clerk to inform Police, if necessary. Clerk to inform Chairman/Vice-Chairman and Chairman of Allotments and Cemetery Committee Council to be informed. Health and Safety Audit of	

		play equipment and cordon off, as necessary/appropriate.	
Damage to the Council Chamber	Maintain adequate Insurance cover. Carry out risk assessments. Awareness of alternative meeting places.	Clerk to inform Chairman/Vice-Chairman and Council to be informed. Clerk to inform Public (Noticeboards/Website/Social Media).	Review procedures to ensure improvements . Review risk assessments.
Local Disaster	Maintain up to date risk assessments of all Town Council Property/Liabilities . Maintain up to date contact detail list of Town Councillors and Staff, including next of kin. Maintain up to date list of emergency contacts. Awareness of District and County Council Disaster Planning and key contacts (see Emergency Plan).	All members of Council, Clerk, Deputy Clerk, RFO and employees to be informed. Contact relevant emergency services, if appropriate. Call Extra-Ordinary Meeting of Council to discuss position and any necessary action.	Review procedures to ensure improvements . Review risk assessments.

The Clerk is the first point of contact for all emergencies and business continuity actions, or in their absence the Deputy Clerk.

If neither the Clerk or the Deputy Clerk is available, the Chair, or in the absence of the Chair the Vice-Chair or a member of the Parish Council nominated by the Chair or Vice-Chair shall implement the actions,

5. Business Continuity Plan Emergency Contacts

ISSUE	COMPANY	CONTACT DETAILS
Fallen Trees	LCC/ELDC	Tree Officer 01507 601111
Emergency Repairs to Play Equipment	Handyman/STC	07944 131844

Roads, Pavements, Street Signs etc	LCC	Fix my Street https://fixmystreet.lincolnshire.gov.uk/
Police/Fire Service/Ambulance	Lincolnshire Police/Fire/Ambulance Service	Emergency -999 Non-emergency - 101
Death of Employee whilst on Council Business	Health and Safety Executive	https://www.hse.gov.uk/pubns/wrdp1.pdf
Waste Collection/ Fly Tipping	ELDC	01507 601111 https://www.e-lindsey.gov.uk/flytipping
Abandoned Vehicles	ELDC	01507 601111 https://www.e-lindsey.gov.uk/article/5534/Abandoned-Vehicles
Flooding	Environmental Agency Flood Line	0345 988 1188 https://check-for-flooding.service.gov.uk/
Pollution	EA Pollution Hotline	0800 80 70 60
Animals	RSPCA	0990 555999
Computer Systems	TBN	