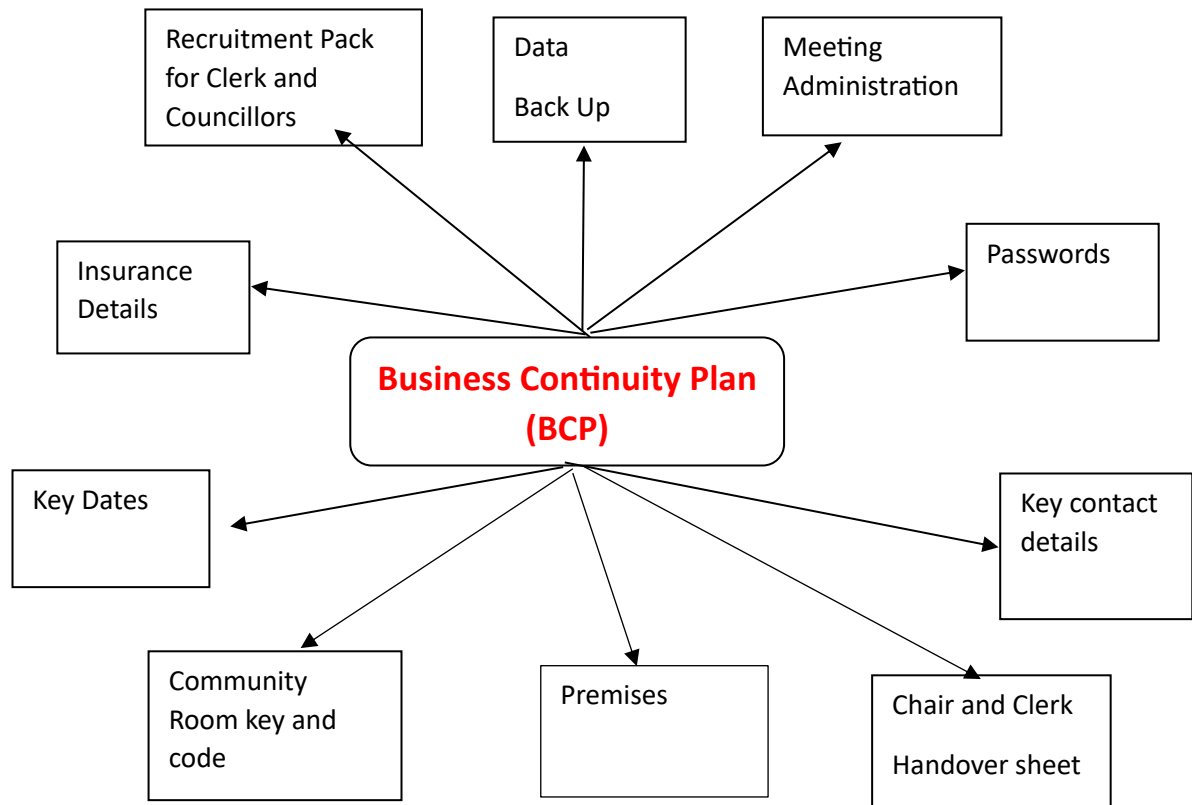


LITTLE SMEATON PARISH COUNCIL

Business Continuity Plan



PLANNING ACTIONS:

Loss or disruption to the Council:		
Loss	Disruption	Action
Staff	Clerk is off work due to sickness	Staffing group meets. Temporary arrangements made using volunteer clerk.
	Clerk resigns or leaves for other reason.	Staffing group meets. Funding available to recruit new clerk. Recruitment Pack available on LSPC laptop.
		Handover sheet available on LSPC laptop informs new Clerk of key tasks, and key contact addresses.
		Critical passwords, including access to laptop held by Chair and Vice Chair in sealed, signed envelope.
		Key dates held on LSPC laptop.
		Information for accessing Community Room held by Chair and Clerk.
Councillors	Chairman resigns or leaves for other reason.	Vice Chair takes over until election can be held for new Chairman.
	Other Councillors resign or leave for other reason.	Process for the election or co-option of new Councillors available on LSPC laptop.
IT and Data		PC owns lap top and printer. Laptop protected by Norton Antivirus software. All digital data backed up to the cloud. Hardcopies held by Clerk in locked filing cabinet

Buildings	Clerk's house burns down or otherwise because unusable	Filing cabinet, laptop and printer moved to new residence of Clerk or to Chair's house. If destroyed, new equipment purchased and data downloaded. Equipment and assets covered by Insurance. Details of insurance available below and on laptop.
	Community Room ceases to be available for meetings	Request made to use Church or local public house.

EMERGENCY CONTACTS:

Role	Name	Home Address	Mobile	Email
Chair	Gillian Ivey	The Old Chapel Lane Little Smeaton	07968 026624	cllrgivey@littlesmeatonparishcouncil.gov.uk
Vice Chair	Colin Atkinson	Glenholme Hodge Lane Little Smeaton	07730 303548	cllrcatkinson@littlesmeatonparishcouncil.gov.uk
Clerk	Roz Brown	Old Fox Cottage Main Street Little Smeaton	07880 507308	clerk@littlesmeatonparishcouncil.gov.uk

INSURANCE DETAILS:

Company	Contact Name	Telephone Number	Policy Ref No.
Clear councils Insurance www.clearcouncils.co.uk	Email: councils@thecleargroup.com	0330 013 0036	LCO02928
	Property Damage - Aviva	0800 015 1498	
	Liability - Aviva	0800 015 1498	
	Legal Expenses - DAS Legal	0345 300 1899	

July 2025

Chair:

Clerk: