

# Fincham Parish Council Business Recovery Map/Continuity Plan

Recovery Steps Area	Immediate Response & Actions	Management Response	Business Continuity Rebuild Confidence	
Loss of Clerk due to sudden or long term illness, incapacity or death	Inform Chair	Decide on temporary cover strategy	Provide replacement and/or begin recruitment procedures	Review position
Loss or serious injury to member of staff whilst carrying out Council duties	Inform Chair Inform HSE	Decide on temporary cover strategy & answer to the HSE	Process of recruitment or temporary cover period or Provide Replacement	Process of recruitment or temporary cover period Review position and procedure for improvements
Loss of Clerk (or member of staff) due to resignation or dismissal	Inform Chair	Decide on temporary cover strategy and/or begin recruitment procedures	Process of recruitment or temporary cover period Provide Replacement	Process of recruitment or temporary cover period Review position and procedure for improvements
Loss of important Council documents due to fire	Inform Chair Retrieve Backup	Review position	Report incident to Full Council meeting	Review position and procedure for improvements
Loss of Council computer files due to fire, flood, breakdown or theft	Inform Chair Retrieve backup	Install backup files on temporary or replacement equipment	Report incident to Full Council meeting	Review position
Loss of Council equipment due to theft or breakdown	Report theft to Police. Inform Chair. Inform Insurers. Decide if equipments needs instant replacement. Retrieve Backup	Inform Chair      Purchase new equipment if necessary	Review Position	