

# **WINCHCOMBE TOWN COUNCIL BUSINESS CONTINUITY PLAN**

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## **WINCHCOMBE TOWN COUNCIL**

### **BUSINESS CONTINUITY PLAN**

#### **1. Scope**

- 1.1 The Town Council has a duty to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption.
- 1.2 This Plan provides the framework in order for the Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan attempts to identify the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed of necessary changes to service delivery.

#### **2. Core Business of the Council**

- 2.1 The Council provides a Council service to its electorate which includes the provision of:
  - Website and notice boards
  - Full range of Town Council services

#### **3. Risks - Which could invoke the Continuity Plan**

- 3.1 National Disasters/Weather Related Problems
  - Fire
  - Flood
  - Landslide / or major subsidence
  - Wind / tornado / or severe storm gale danger to life events
- 3.2 Failures
  - Equipment
  - Services
- 3.3 Losses
  - Staff through resignation
  - Staff through death
  - Staff through long-term injury/sickness
  - Staff through death or serious injury whilst working for the Council
  - Equipment theft, breakage or major damage
  - Loss through legal action or criminal activity

#### 4. Council Contacts

Position	Name	Address	Telephone No:
Clerk to Town Council	Miss Leanne Clements	29 Yanworth Cheltenham Gloucestershire GL54 3LQ	07798 618575
Deputy Clerk to Town Council	Mrs Marie Horne	3 School Road Aston Somerville Near Broadway Worcestershire WR12 7JD	01386 854927
Council Chair	Cllr Jim Mason	55 Abbots Leys Road Winchcombe Gloucestershire GL54 5QX	01242 604226 07501 427104
Council Vice Chair	Cllr Sue Sturgeon	18 Greenways Winchcombe Gloucestershire GL54 5LG	07766 693531

#### 5. Business Recovery Map

Timeline	24 hours	Within 7 days	Within 1 month	Within 3 months
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 Council Chair	Decide on temporary cover	Report incident to full Council Provide replacement and or commence recruitment procedures	Review position and procedure for improvement
Loss or serious injury to member of staff whilst carrying out Council duties	Inform Council Chair Inform Health & Safety Executive (HSE)	Decide on temporary cover. Assist HSE with investigations	Report incident to full Council Process of recruitment or temporary cover	
			Provide replacement	Review position and procedure for improvement
Loss of Clerk (or member of staff) due to resignation or dismissal	Inform Council Chair	Decide on temporary cover and / or begin recruitment procedures	Report incident to full Council Process of recruitment or temporary cover	
			Provide replacement	Review position and procedure for improvement
Loss of "important" documentation due to fire	Inform Council Chair "Important" documents held in fireproof safe	Review position	Report incident to full Council	Review position and procedure for improvement
Loss of Council Computer files due to	Inform Council Chair Retrieve back up data from "Cloud"	Install backup files on temporary or	Report incident to full Council	Review position and procedure for improvement

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fire, flood, breakdown or theft		replacement equipment		
Loss of Council equipment due to theft or breakdown	Report theft to Police, Inform Chair, Inform Insurers. Decide if equipment needs instant replacement	Extraordinary Council Meeting. Purchase new equipment	Review position and procedure for improvement	