

### ECKINGTON PARISH COUNCIL BUSINESS RECOVERY MAP

TIMELINE	24 HOURS	WITHIN 7 DAYS	WITHIN 1 MONTH	WITHIN 3 MONTHS
Recovery Steps Area	Immediate Response and Actions	Management Response	BUSINESS CONTINUITY Rebuild confidence	
Loss of Clerk due to sudden or long-term illness, incapacity or death	Inform Chair Inform Councillors	Decide on temporary cover strategy	Provide replacement and/or begin recruitment process	Provide replacement and/or begin recruitment process
Death or serious injury to member of staff whilst carrying out Council duties	Inform Chair Inform Councillors Inform HSE	Decide on temporary cover strategy Decide how to answer HSE	Process of recruitment or temporary cover period	
			Provide replacement	Review position and procedure for continuity
Loss of Clerk or member of staff due to resignation or dismissal	Inform Chair Inform Councillors	Decide on temporary cover strategy and/or begin recruitment process	Process of recruitment or temporary cover period	
			Provide replacement	Review position and procedure for continuity
Loss of important Council documents due to fire	Inform Chair	Review position	Report incident to Full Council	Review position and procedure for continuity
Loss of Council computer files due to fire, flood, breakdown or theft	Inform Chair Retrieve back-up CD from cemetery	Install back-up files on temporary or replacement equipment		Review position
Loss of Council equipment due to theft or breakdown	Report theft to Police Inform Chair Inform Insurers Decide if equipment needs instant replacement	Report incident to Full Council Purchase new equipment	Review position	

**The above is not exhaustive – any incident not covered above the Clerk is to contact the Chair (Vice Chair if the Chair is unavailable). If an immediate decision is required the Chair will do so, explaining rationale. Should the decision not be required immediately then the Chair will initiate an email consultation to Parish Councillors, which may ultimately lead to an Extraordinary Meeting of the Parish Council, if required.**

