

# Dalham Parish Council

## Disaster Recovery Plan

Event	Minimise Impact	Immediate Action	Management Response
Clerk on leave/short term sick leave.	Ensure that records and key tasks are up to date.	Inform Chair and Councillors asap.  Provide relevant system access and passwords.	Chair and Councillors agree cover for urgent tasks including e-mail checking and circulation.
Loss of Clerk due to death, sudden/long term illness.	Ensure that records and key tasks are up to date.  Ensure up to date passwords are held by Chair.	Inform Chair asap.  Chair to inform councillors.	Chair and councillors agree cover for urgent tasks including e-mail checking and circulation.  Assess the likely absence timescale and initiate recruitment of temporary or permanent Clerk/RFO replacement.
Loss of Clerk due to resignation.	Ensure that records and key tasks are up to date.  Ensure up to date passwords are held by Chair.	Inform Chair asap.  Chair to inform councillors.	Chair and councillors agree cover for urgent tasks including e-mail checking and circulation.  Seek temporary help via SALC.  Initiate recruitment procedure to seek replacement.
Loss of councillors due to multiple resignations (causing council to be inquorate).		Chair to inform the remaining councillors and Clerk.  Clerk to inform the Monitoring Officer at West Suffolk Council.	West Suffolk Council to decide on temporary working strategy for council business to be maintained. Followed by instigation of a by-election or co-option procedure.

Adopted by Dalham Parish Council on 29/09/2022

Signed by Chair at meeting of 29/09/2022

Reviewed: November 2024  
Next review date: November 2025

Event	Minimise Impact	Immediate Action	Management Response
Loss of council documents/files due to fire, flood, theft, damage, breakdown or malicious causes. ❖ <b>see below</b>	Complete regular backups of data onto a separate drive.  Separate drive to be held by the Chair.	Clerk to inform the Chair and councillors.  Report theft to police and insurance company.  Decide on replacement equipment.	Replace in line with current financial regulations.  Download data from a separate drive. If appropriate seek help from a technical consultant.

- ❖ More than one copy of all electronic files is held, with the files held in different places.
- ❖ Dalham Parish Council has a dedicated pc which is for the sole use of the clerk and only for parish council business.
- ❖ The council has two external hard drives. The clerk and the chairman hold one each so they are not co-located. This gives four points at which data is held parish council computer, two external hard drives and the Cloud.
- ❖ Bi monthly, the clerk backs up the council pc to the hard drive held. The hard drive is exchanged at every council meeting with the one held by the chairman.
- ❖ Access to e-mail information from an external source is password protected, only the clerk and chair have a record of the password.
- ❖ All electronic equipment is password protected.
- ❖ A written record of all the passwords is held by the clerk and chair and held in two places.
- ❖ A written note of the serial number on all IT equipment is held by the clerk and chair and held in two places.

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