



Knutsford Town Council

Disaster Recovery Policy

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Introduction

- 1.1 The purpose of this policy is to set out an agreed process to be actioned in the event of a disaster affecting the Council's office.
- 1.2 The key to this policy is ensuring that all officers and members are kept suitably informed during a disaster and that the council can restore normal working arrangements as quickly as possible.
- 1.3 The Disaster Policy shall be enacted in the event of the council's offices becoming unusable.

General Policy

- 2.1 The Town Clerk shall note which employees are able to work from home in the event of the Council Offices being unusable.
- 2.2 The Town Clerk shall maintain a Business Continuity Management (BCM) box at the Market Hall and shall ensure that he or an officer has access to this box in the event of a disaster.
- 2.3 The Town Clerk shall ensure that where practicable working practices facilitate remote working in the event of a disaster.
- 2.4 The annex to this policy shall contain necessary reference information for officers and members in the event of a disaster and the Town Clerk shall ensure this is kept up-to-date.
- 2.5 There shall be a BCM mobile number which members/officers can receive updates on the disaster through pre-recorded messages.

Disaster Policy

- 2.1 The Town Clerk shall have delegated authority to make any necessary decisions to facilitate the council office (administration/meetings) returning back to near normal operational functions.



- 2.2 If the Town Clerk and/or the Town Mayor perceive the situation is likely to last longer than one month to fix a special council meeting shall be summoned.
- 2.3 The purpose of the meeting under 2.2 shall be to inform Council of what arrangements have been made and what will happen going forward.

