

West Winch Parish Council

Business Continuity Plan (BCP)

Scope

The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption.

This plan provides a framework in order for the Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan identifies 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.

Core Business of the Council

The Council provides a Local Parish Council service to its electorate which includes the provision of: -

- Village keeper services around the village (litter picking, general and grounds maintenance) involving Three employees.
- Website and Notice board information
- Provision of recreation ground with children's play area, skate park, tennis court, football pitches and changing rooms
- Signs, benches, grit bins, dog bins and street lighting (in parts of the village)
- Full range of Parish Council services The PC does not operate from an office or have any specific premises necessary for the discharge of its responsibilities.

Risks which could invoke the BCP

- National Disasters/Weather Related Problems
 - Fire
 - Flood
 - Major air crash
 - Storm force winds
 - Lightning Strikes / Power surges
- Failures
 - Equipment
 - Services
- Losses
 - Staff/Councillors through resignation
 - Staff/Councillors through death
 - Staff/Councillors through long-term injury/sickness
 - Staff/Councillors through death or serious injury whilst working for the Council
 - Equipment theft breakage or major damage
 - Loss of Council records through theft, fire or corruption of files

Council Contacts Position	Name	Telephone / email / mobile
Chairman	Alan Johnson	07985 793411
Vice Chair	Frank DUTTON	07587771460
Councillor	John LAMB	01553 841769
Councillor	Gavin Ball	07515 822277
Councillor	John Collier	01553 842566
Councillor	Paul Moss	07912 160249
Councillor	Adam Gipp	07462 739957
Councillor	James Lockwood	
Councillor		
Councillor		
Councillor		
Councillor	Barry THROWER SETCHEY Ward	01553 810001 / 07747 426888
Parish Clerk	Rob Shaw	07301 000604 Clerk.westwinchpc@gmail.com
Handyman	Kevin Blackall	
Groundsman	Paul Rushbrook	

TIMELINE	24 HOURS	WITHIN 7 DAYS	WITHIN 1 MONTH	WITHIN 3 MONTHS
Recovery Steps	Immediate Response & Actions	Management Response	BUSINESS CONTINUITY Rebuild Confidence	
Area				
Loss of Clerk due to sudden/long-term illness, incapacity or death	Inform Chair Inform Members	Decide on temporary cover strategy	Report to Full Council Provide replacement and/or begin recruitment procedures	Review position and procedure for improvements
Loss or serious injury to member of staff whilst carrying out Council duties	Inform Clerk & Chair Inform HSE	Decide on temporary cover strategy and answer to the HSE	Report to Full Council Provide replacement and/or begin process of recruitment or temporary cover period	Review position and procedure for improvements
Loss of Council membership due to multiple resignations (causing council to be inquorate)	Inform all remaining members of Council/Clerk/Employees Inform BCKLWN Monitoring officer	Decide on temporary working strategy for immediate Council Business	Instigate bye-election procedure/co-option procedure as advised by BCKLWN	Review position and procedure for improvements
Loss of Clerk/staff members due to resignation or dismissal	Inform Clerk & Chair Inform Members	Decide on temporary cover	Process of recruitment or temporary cover period Provide replacement	Review position and procedure for improvements
Loss of Council documents due to fire	Inform Clerk & Chair Inform Insurers	Review position	Report incident to Full Council Meeting	Review position and procedure for improvements
Loss of Council electronic data due to fire, flood, breakdown or theft	Inform Chair Retrieve last backup Inform Insurers (if applicable) Inform Police (if applicable)	Install backup files on temporary equipment	Report incident to Full Council Meeting Provide replacement equipment	Review position and procedure for improvements
Loss of Council equipment due to theft or breakdown	Inform Clerk & Chair Report theft to police and insurers Decision on immediate replacement	Review position	Report incident to Full Council Meeting Provide replacement equipment	Review position and procedure for improvements
Local disaster	Inform all members of Council/Clerk/Employees. Contact with relevant emergency services, if appropriate	Review position	Call Extra-ordinary Meeting of Council to discuss position and any necessary action	Review position and procedure for improvements

The Clerk is the first point of contact for all emergencies and business continuity actions.

The Clerk is to implement all business continuity actions with the exception of the “Clerk not available” actions.

If the Clerk is not available and urgent action is required the Chair, Deputy Chair or a Member(s) of the Parish Council nominated by the Chair, shall implement all business continuity actions.

If the Clerk is not available the Chair, or in the absence of the Chair, the Vice-Chair, or a Member of the Parish Council nominated by the Chair or Vice-Chair shall implement the “Clerk not available” actions.

Review of plan

The business continuity plan to be reviewed on an annual basis:

- The Clerk to check that all the contact details are current and correct
- West Winch Parish Council to consider whether the critical activities, Key risks and contingency plan actions are comprehensive and sufficient
- An updated Business Continuity Plan to be given to every member