**ROSLISTON PARISH COUNCIL**

**BUSINESS CONTINUITY PLAN**

**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 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 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 Service to its electorate which includes the provision of:

* Website and noticeboards
* A range of Parish Council services

**Risks which could invoke the Continuity Plan**

Natural Disasters/Weather Related Problems

* Fire
* Flood
* Snow

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

Failures

* Equipment
* Services

Items listed above are not exhaustive.

**COUNCIL CONTACTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Address** | **Contact Details** |
| Council Chair | Cllr Brian Matkin | Blakenhall Farm Caldwell | 07814 473488 |
| Council Vice Chair | Cllr Stephanie Marbrow | 2 Yew Tree Gardens  Rosliston | 01283 761011 |
| Clerk to the Council | Steph Lloyd | Barn Farm Cottage  Main Street  Walton-on-Trent | clerk@roslistonparishcouncil.org.uk |

**EMERGENCY CONTACTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact For/Work** | **Name** | **Company/Location** | **Telephone Nos.** |
| Trees fallen/broken  Emergency repairs for play equipment  Grass cutting | Steve Sheppard  Steve Sheppard | South Derbyshire District Council | 01283 221000 |
| Roads, pavements, street signs, etc. |  | Derbyshire County Council | 01629 533190 (contact centre) or <http://www.derbyshire.gov.uk/transport_roads> |
| Police or Fire Service | Derbyshire Constabulary |  | Emergencies – Always dial 999  Non-emergencies – dial 101 |
| Death of an employee whilst on council business | Health & Safety Executive (HSE) |  | 0845 345 0055 or [www.hse.gov.uk](http://www.hse.gov.uk) |
| Waste collections  Fly tipping |  | South Derbyshire District Council | 01283 595795 or [waste.cleansing@south-derbys.gov.uk](mailto:waste.cleansing@south-derbys.gov.uk)  0800 587 2349 or [waste.cleansing@south-derbys.gov.uk](mailto:waste.cleansing@south-derbys.gov.uk) |

**BUSINESS CONTINUITY FLOW GUIDE**

Next of Kin

Parish Council / Councillors

HSE

South Derbyshire District Council

Clerk

Insurer

Contractors / Employeers

South Derbyshire District Council

South Derbyshire District Council

Notification

Management

Bank

I.T.

H.S.E.

Containment

Police

Chair of Parish Council

Alarm

Public raises alarm

Clerk raises alarm

Councillor raises alarm

**EXTERNAL CONTACTS**

**FOLLOW UP RESPONSE**

**IMMEDIATE RESPONSE**

**DISCOVER**

Chair of Parish Council

**ROSLISTON 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 | Review position and procedure for continuity |
| 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 * Retrieve originals from safe deposit box and re-copy | Review position | Report incident to Full Council | Review position and procedure for improvements |
| Loss of Council computer files due to fire, flood, breakdown or theft | * Inform Chair * Retrieve back-up CD from Chair | Install back-up files on temporary or replacement equipment | Report incident to Full Council Meeting | 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 | * Full Council Meeting * Purchase new equipment | Review position |  |

**V3 reviewed and updated (chair, vice and clerk details) 17.06.2019**