

## Business Continuity Plan (BCP)

### Introduction

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 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 (general and grounds maintenance) involving employees and contractors.
- Website and Notice board information.
- Provision of Village Hall.
- Allotments
- Recreation Ground
- Footpaths
- Signs, grit bins, dog bins and street lighting.
- Newsletter production and distribution.
- War Memorial
- Village Sign
- Bus Shelter
- Defibrillator
- Events
- Full range of Parish Council services.

The Parish Council 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
- or Worse

#### 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 or loss of Council records through theft, fire or corruption of files

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 Chairman, or in the absence of the Chairman, the Vice Chairman or a Member of the Parish Council nominated by the Chairman, shall implement all business continuity actions.

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

#### **Review of plan**

The business continuity plan will be reviewed on an annual basis to ensure the contact details are current and correct. Marham Parish Council will consider whether the critical activities, key risks and contingency plan actions are comprehensive and sufficient.

#### **Other Information**

- Bank and insurance details to be held by the Chairman.
- Contact details for Clerk next of kin to be held by Chairman.

Emergency Contacts

Contact for	Name	Company/Location	Contact Details
Borough Council of King's Lynn & West Norfolk	King's Court	King's Lynn	01553 616200
Norfolk County Council	County Hall	Norwich	0344 800 8020
Norfolk Constabulary	Watlington Safer Neighbourhood Team	West Norfolk	sntwatlington@norfolk.pnn.police.uk Non-emergency 101 Emergency 999
Streetlights	Enquiries	Parish Clerk K & M Lighting Services	07557118580/ <a href="mailto:clerk@wimbotsham-pc.gov.uk">clerk@wimbotsham-pc.gov.uk</a> <a href="mailto:enquiries@kandmlightingservices.co.uk">enquiries@kandmlightingservices.co.uk</a>
Village Hall	Bookings Clerk and Treasurer	Village Hall Working Group	<a href="mailto:wimbotshamhall@hotmail.com">wimbotshamhall@hotmail.com</a> 07876473896
Waste disposal/fly tipping/dead animals/syringes	Street Scenes Clean-up team	BCKLWN	cleanup@west-norfolk.gov.uk 0800 253 2687 (24-hour answerphone) 01553 782076 (office hours) 01553 616601 (out of office hours)
Trees fallen/dangerous	Highways	Norfolk County Council	0344 800 8020
Roads, pavements, street signs, etc	Highways	Norfolk County Council	0344 800 8020
Gas Emergencies	National Grid	National Grid	0800 111 999
Electrical Emergencies	UK Power Network	UK Power Network	0800 316 3105 From mobile phone 105
Water supply and sewerage service emergencies (1) Reporting a leak (2)	Anglian Water	Anglian Water	(1) 03457 145 145 (2) 0800 771881
Methodist Church	Reverend	Paul Critchley	<a href="mailto:paul.critchley@methodist.org.uk">paul.critchley@methodist.org.uk</a>
Death of an Employee whilst on Council business	RIDDOR	Health & Safety Executive (HSE)	email via <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> 0345 300 9923 (Mon-Fri 08.30-17.00)

**Wimbotsham Parish Council Business Recovery Map**

<b>TIMELINE</b>	<b>24 HOURS</b>	<b>WITHIN 7 DAYS</b>	<b>WITHIN 1 MONTH</b>	<b>WITHIN 3 MONTHS</b>
<b>Recovery Steps Area</b>	<b>Immediate Response &amp; Actions</b>	<b>Management Response</b>	<b>BUSINESS CONTINUITY Rebuild Confidence</b>	
Loss of Clerk due to sudden/long-term illness, incapacity or death	Inform Chair Inform Members	Decide on a 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 a member of staff/contractor whilst carrying out Council duties	Inform Clerk & Chair Inform HSE	Decide on a temporary cover strategy and answer to the HSE	Report to Full Council Provide replacement and/or begin the 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 a 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 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 the incident to the Full Council Meeting	Review position and procedure for improvements
Loss of Council electronic data due to fire, flood, breakdown or theft	Inform Chair Retrieve the last backup Inform Insurers (if applicable) Inform police (if applicable)	Install backup files on temporary equipment	Report the 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 the incident to Full Council Meeting Provide replacement equipment	Review position and procedure for improvements
Local disaster	Inform all members of the Council/ Clerk/Employees. Contact with relevant emergency services, if appropriate	Review position	Call the Extra-ordinary Meeting of Council to discuss the position and any necessary action	Review position and procedure for improvements