

## 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 the plan**

The business continuity plan will be reviewed on an annual basis to ensure the contact details are current and correct. Wimbotsham 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's next of kin to be held by the 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<br>Non-emergency 101<br>Emergency 999                                                                                                                   |
| Streetlights                                                              | Enquiries                           | Parish Clerk<br>K & M Lighting Services | 07557118580/ <a href="mailto:clerk@wimbotsham-pc.gov.uk">clerk@wimbotsham-pc.gov.uk</a><br><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><br>07876473896                                                                                                   |
| Waste disposal/fly tipping/dead animals/syringes                          | Street Scenes Clean-up team         | BCKLWN                                  | cleanup@west-norfolk.gov.uk<br>0800 253 2687 (24-hour answerphone)<br>01553 782076 (office hours)<br>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<br>From mobile phone 105                                                                                                                                                      |
| Water supply and sewerage service emergencies (1)<br>Reporting a leak (2) | Anglian Water                       | Anglian Water                           | (1) 03457 145 145<br>(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><br>0345 300 9923 (Mon-Fri 08.30-17.00)                                                                                         |

Date Adopted March 2026 Review Date March 2027

**Wimbotsham Parish Council Business Recovery Map**

| <i><b>TIMELINE</b></i>                                                                    | <i><b>24 HOURS</b></i>                                                                                        | <i><b>WITHIN 7 DAYS</b></i>                                           | <i><b>WITHIN 1 MONTH</b></i>                                                                                   | <i><b>WITHIN 3 MONTHS</b></i>                      |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <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<br>Provide replacement and/or begin recruitment procedures                              | Review the 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 the 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<br>Inform BCKLWN Monitoring Officer                   | Decide on a temporary working strategy for immediate Council business | Instigate the bye-election procedure/co-option procedure as advised by BCKLWN                                  | Review the position and procedure for improvements |
| Loss of a clerk due to resignation or dismissal                                           | Inform Clerk & Chair Inform Members                                                                           | Decide on temporary cover                                             | Process of recruitment or temporary cover period<br>Provide replacement                                        | Review the 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 the position and procedure for improvements |
| Loss of Council electronic data due to fire, flood, breakdown or theft                    | Inform Chair<br>Retrieve the last backup<br>Inform Insurers (if applicable).<br>Inform police (if applicable) | Install backup files on temporary equipment                           | Report the incident to Full Council Meeting<br>Provide replacement equipment                                   | Review the position and procedure for improvements |
| Loss of Council equipment due to theft or breakdown                                       | Inform Clerk & Chair<br>Report theft to the police and Insurers<br>Decision on immediate replacement          | Review position                                                       | Report the incident to Full Council Meeting<br>Provide replacement equipment                                   | Review the 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 the position and procedure for improvements |

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