

Continuity Plan



Business Continuity Policy Statement

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. Paulton's Parish Council's policy is to maintain the continuity of its critical core functions and where these are disrupted by any event to enable them to return to 'normal' operations as soon as possible, taking into account the impact of any delay on quality of service, reputation and finances.

Scope of the Policy and Plan

This policy and plan are intended to ensure:

- The concept of Business Continuity, the policy and approach is understood by the Council and its staff.
- That there is a clear framework to follow in the case of an emergency.
- That the Parish Council has taken reasonable steps to ensure that there will be as little disruption as possible to the Council (business) in the event of an emergency

Communication Process

When an emergency situation arises the Clerk/Chairman of the Council or RFO/Vice Chairman is the first point of contact.

The first priority where necessary is to summon the relevant emergency services.

The Clerk will cascade all relevant information to the staff and all other councillors.

Key Contacts

Position	Name	Address	Telephone Number
Chairman	Gail Garlick	6 Ashmans Gate, Paulton, BS39 7XN	07969015561
Vice Chairman	Hannah Howson	Normanhurst, Hallatrow Road, Paulton BS39 7LJ	01761 752277
Clerk	Carol Hall	The Old Dairy, Pitway Lane, Farrington Gurney BS39 6TX	07764585559
RFO	Jo Swift	Greenacre Farm Litton Lane Hinton Blewett BS39 5AY	07983425302

Council Staff

Name	Telephone Number
Jo Swift	07983425302
Lisa Hosking	07742985850
Linda Rossiter	07840292540
Hillary Oram	07964466190
Paul Davison	07932188032
Mark Craddock	07432539263
Andrew Scrivens	07522173092 Ann (sister)

Councillors

Name	Telephone Number
Terry Bridgeman	01761 418956
Michael Colliver	01761 415366
Graham Dix	01761 413554
David Garlick	01761 410164
Zoe Escott	07999 206360
Liz Hardman	01761 412758
Jeff Humphries	01761 413078
Anne Lyons	01761 414311/07879641052
Patricia McSherry	01761 418755
Arthur Meaton	01761 417732
Cyril Mitchard	01761 412932
Linda Quinn	01761 419328
Ben Stevens	07745 040586
Miranda Stevens	07761950630
Hugh Warren	01761 417644

Emergency Contacts

Contact	Company	Telephone Number
Emergency services	Police/Fire/Ambulance	999
Gas	Gas and carbon monoxide emergency	0800 111999
Electric	Western Power	0800 6783105 105 for power line
Water	Wessex Water	0345 6004600
Boarding up/Securing Building	RapidSecure	0845 0678999
Plumber	Rob Fairweather	01761 410603/07789763801
IT Support	Soltech	0117 2140299
Insurance company	Hiscox, 24-hour emergency assistance. Policy No 9284890/460355	08702416257
Roof missing tiles	Town and Country (Tony Burford)	07799235555

EVENT	MINIMISE IMPACT	IMMEDIATE ACTION	CONTINUITY	LONGER TERM (if applicable)
Loss of clerk due to death, sudden/ longer term illness, incapacity or resignation	1.Ensure all records are up to date with monthly list of key tasks 2.All staff to have access required to log in and passwords	Chairman to be informed Chairman to inform the council	Recruit temporary replacement Seek to employ permanent clerk	Continue to review procedures annually to minimise risk
Loss of RFO due to death, sudden/ longer term illness, incapacity or resignation	1.Ensure all accounts are up to date with monthly overview of key tasks 2.All staff to have required access to log in and passwords 3.Ensure sufficient signatories set up on bank accounts to continue in absence of the RFO	Chairman to be informed Chairman to inform the council	Recruit temporary replacement Seek to employ permanent RFO	Existing RFO to train new to role Clerk in RFO activities once fully trained in Clerk role. 6-12 months.
Loss of Councillors due to multiple resignations (causing Council to be inquorate)	1.Look at the Co option of Councillors	Clerk to inform all remaining councillors & employees of the council Clerk to inform the returning officer	BANES to decide on temporary working strategy for council business to be maintained followed by the election or co election procedure	Council to review policy for recruitment of Councillors
Loss of Council documents due to fire, flood or other causes	1.Maintain electronic records for all important documents 2.File important documents in a fireproof cabinet 3.Adequate insurance in place against fire & theft. 4.All cabinets and cupboards to be locked when not is use	Clerk to inform the Chairman Clerk to inform the insurance company if necessary	Administration staff to complete an inventory of missing documents	
Loss of Council electronic data due to fire, fault or breakdown	1.Ensure backup is completed each night by IT company 2.Clerk to ensure confirmation received of	Clerk to inform the Chairman Clerk to contact the insurance company	Clerk to contact IT company to instigate use of stored material	

	successful back up daily			
Loss of Council equipment due to theft, fault or breakdown	1.Ensure premises alarmed when unoccupied 2.Complete H&S checks ie PAT testing	Report theft immediately to both Police and insurance company Clerk to inform Chairman Decide on immediate replacement if required	Replace in line with current financial regulations.	
Damage to Parish Council offices/meeting room	1.Maintain adequate insurance cover 2.Carry out Fire risk assessment as required	Clerk to inform the Chairman Clerk to contact the insurance company and report to the police. Staff to inform future bookings if impacted	Seek alternative premises for staff to work from Seek alternative meeting room	Review Risk Assessment

A hard copy of this Plan will be kept in the Parish Council office and in a secure place by the Chairman of the Council.

Update and review

This Policy and plan shall be updated as appropriate. It will be reviewed annually by full council.

November 2019

Should an emergency occur the following checklist should be used:

Emergency Response Checklist

Action	Notes	Completed
Start a log of actions taken		
Liaise with emergency Services		
Commence Business Continuity Plan		
Identify any damage		
Identify any Functions disrupted		
Decide on course of action		
Provide information to all staff		
Communicate decisions to staff/councillors/business partners		
Provide public information to maintain reputation and business		
Arrange a debrief and review Business continuity plan		