

# SHIRLAND AND HIGHAM 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 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 and follow-up procedures 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
- Shirland Village Hall and Stonebroom Pavilion
- Provision of sportsgrounds, children's play areas, tennis court, multi-user games area, BMX track, football pitches, allotments and fitness equipment
- Shirland Parish Council Cemetery
- Signs, benches, grit bins, dog bins, litter bins and bus shelters
- A range of Parish Council services

### Risks which could invoke the Continuity Plan

#### Natural Disasters/Weather Related Problems

- Fire
- Flood
- Snow

#### 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

Failures

- Equipment
- Services

Items listed above are not exhaustive.

**COUNCIL CONTACTS**

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

The Clerk is to implement all business continuity actions except for the ‘Clerk not available’ actions.

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

**Review of plan:**

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

- The Clerk to check that all the contact details are current and correct
- Shirland and Higham Parish Council to consider whether the critical activities, key risks and contingency plan actions are comprehensive and sufficient.
- An updated Business Contingency Plan to be given to every member.

<b>Position</b>	<b>Name</b>	<b>Address</b>	<b>Contact Details</b>
Council Chair	Cllr Mike Roe	8 Birkinstyle Lane Shirland	07369221590
Council Vice Chair	Cllr Barry Barnes	School Croft West Street Stonebroom	07885401132

Clerk to the Council	Helen Dowson	11 Broughton Close Riddings Derby DE55 4DQ	07912 270066
----------------------	--------------	--	--------------

## EMERGENCY CONTACTS

Contact For/Work	Name	Company/Location	Telephone Nos.
Trees fallen/broken		North East Derbyshire District Council	01246 231111
Roads, pavements, street signs, street lighting etc		Derbyshire County Council	01629 533190 (contact centre)
Police			Emergencies – Always dial 999
Fire Service			Non-emergencies – dial 101
Play equipment broken/dangerous	Clerk	Shirland & Higham PC	07912 270066
Street furniture broken dangerous	Clerk	Shirland & Higham PC	07912 270066
Waste collections Fly tipping Dead animals Syringes		North East Derbyshire District Council	
Death/injury of an Employee whilst on Council business	RIDDOR	Health & Safety Executive (HSE)	0845 300 9923

### SHIRLAND AND HIGHAM 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	<ul style="list-style-type: none"> <li>▪ Inform Chair</li> <li>▪ Inform Councillors</li> </ul>	Decide on temporary cover strategy	Report to Full Council Provide replacement and begin recruitment process	Review position and procedure for continuity
Death or serious injury to member of staff whilst carrying out Council duties	<ul style="list-style-type: none"> <li>▪ Inform Chair</li> <li>▪ Inform Councillors</li> <li>▪ Inform HSE</li> </ul>	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	<ul style="list-style-type: none"> <li>▪ Inform Chair</li> <li>▪ Inform Councillors</li> </ul>	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	<ul style="list-style-type: none"> <li>▪ Inform Chair</li> <li>▪ Inform Insurers</li> </ul>	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	<ul style="list-style-type: none"> <li>▪ Inform Chair</li> <li>▪ Retrieve last back-up</li> </ul>	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	<ul style="list-style-type: none"> <li>▪ Report theft to Police</li> <li>▪ Inform Chair</li> <li>▪ Inform Insurers</li> <li>▪ Decide if equipment needs instant replacement</li> </ul>	Review position	Report incident to Full Council Meeting Purchase new equipment	Review position
Local disaster	<ul style="list-style-type: none"> <li>▪ Inform all members of Council/Clerk/Employees, Contact with relevant emergency services if appropriate</li> </ul>	Review position	Call Extra-ordinary meeting of Council to discuss position and any necessary action	Review position