

# Horrabridge Parish Council

## Business Continuity Plan

### Data Protection

The data contained in this document is for use in relation to this Plan only.

In order to comply with General Data Protection Regulations, the document must be held securely by those Members it is distributed to and disposed of in the correct manner when no longer required or the plan is updated.

Failure to comply, may result in disciplinary action being taken.

### GENERAL INFORMATION

#### Introduction

This Plan has been designed to prepare Horrabridge Parish Council to cope with the effects of an emergency and continue to provide and maintain its services. This plan aims to minimise the effects of an incident which may affect the provision of Council services and to restore the highest possible levels of service in the shortest possible time.

It is intended that this document will provide the basis for a relatively quick and painless return to “business as usual” regardless of the cause.

#### Review

The Plan will be reviewed at least annually by the Parish Council

#### Aim, Objectives and Distribution of the Plan

##### Aim

The aim of the Plan is to increase the Council’s resilience and minimise wherever possible the risk of disruption to the delivery of Council services. The Plan addresses the timely reinstatement of critical services by providing guidance and action plans for staff tasked with implementing the process.

##### Objectives

- To develop and maintain a process which regularly reviews, updates and tests the overall plan.
- To ensure all staff are involved in the preparation and maintenance of the Plan, so that there is an effective and consistent response to service continuity planning.
- To mobilise the organisational actions required to manage recovery.
- To ensure control is established in the critical early stages following an incident which affects the delivery of the Council’s services.
- To restore and maintain services provided as soon as possible.

### Distribution

Copies of the Plan will be held securely in the Office by the Clerk and all members of the Council will personally hold a copy in a secure location at their home address.

## **IMPLEMENTATION**

The Plan should only be implemented in the event of an incident which causes or for which there is a high risk of disruption of the ability to deliver Council services. The following stages **must** be followed:

### **Stage 1 – Escalation**

During normal hours and out of hours, the person receiving information of an incident or potential incident must alert the Clerk. In the event the Clerk is unavailable the Chairman must be alerted.

When informed of the incident or potential incident the Clerk, will inform some, or all of the following as required:

- Chairman
- Vice-Chairman
- Councillors
- Caretaker
- Handyman

### **Stage 2 – Activation**

Decision is made by the Clerk and the Chairman to evaluate the situation and agree the actions to be taken. In the event the Clerk is unavailable the Chairman in conjunction with the Vice-Chairman will take this action.

### **Stage 3 – Evaluation**

It is recognised that whilst any major disruption or emergency is likely to affect the Council's overall service, it may impact differently on the ability of individual services to function and maintain their effectiveness.

Following an incident, it will be necessary at an early stage to assess the overall impact on the delivery of services. The evaluation will be the responsibility of the Clerk and Chairman, in conjunction with any other persons as may be felt necessary. A checklist is attached at Appendix A.

### **Stage 4 – Invocation**

The decision to invoke the Plan will be made by the Clerk, Chairman and Vice-Chairman and will be based upon the evaluation at Stage 3. It may be necessary at this stage for the Clerk of staff to return home.

### Flooding

Should the nature of the emergency be major flooding of the village, all available members of staff and councillors may be called upon to assist with the moving of files and items from the ground floor to the first floor of the village hall, should it be risk assessed safe to do so.

### Fire

In the event of a fire in the village hall or adjacent buildings, members of staff and Councillors will follow the advice from the Fire Service. The Clerk's laptop computer is backed up in the Cloud and the passwords are secured at two different locations.

### Pandemic or Health Emergency

In the event of a pandemic or health emergency, the advice of the government will be followed.

Such an event could result in high levels of employee and/or councillor sickness, potentially resulting in meetings being inquorate or services being unable to be provided.

To minimise the Clerk will revert to working from home if necessary and council meetings will take place virtually if legislation permits. To ensure that services can continue to run delegated powers have been given to the Clerk.

**Business Continuity Plan  
Stage 3 – Evaluation Checklist**

The following check list should be used as a guide to evaluate the extent of the damage and potential consequences of the incident.

<b>Consideration</b>	<b>Comments</b>
Identify which services or functions are affected and the level of disruption, or potential disruption.	
Consider staff availability.	
Are any staff displaced, or likely to be displaced, and require alternative working arrangements?	
Access damage, or likely damage, or disruption to IT equipment and systems	
What other equipment is lost or damaged?	
Can functions continue from the usual location?	
What affect will there be on delivery of the Council's services?	

**Business Continuity Plan  
Incident Log Sheet**

**Name:**

**Date:**

Incident Details
Location
Who and What Council Service Areas are Affected
Information, Decisions and Actions (including times)



**Business Continuity Plan  
Contact Details and Keyholders (Staff/Councillors)**

**CONFIDENTIAL**

Included are the personal contact details of members of staff and councillors, which must only be used in the event of an emergency and in relation to this plan. These details must not be disclosed to any other persons except with the direct approval of that individual, failure to comply with this will be in contravention of the General Data Protection Regulations and may result in disciplinary action being taken.

**Staff Contact Details**

Name	Telephone No	Private Email	Work Email

**Councillors Contact Details**

Name	Role	Home Tel	Mobile
Cllr Mike Huda	Chairman		
Cllr Steve Roche	Vice-Chairman Chair - Planning		
Cllr Mike Glinn	Chair - Open Spaces		
Cllr Eric Hemsil	Chair - Finance		
Cllr Dawn Farrar	Chair - Personnel		
Cllr Andy Moorhead			
Cllr Christine Edmondson			
Cllr Ali Mansfield			
Cllr Emma Emptage			
Cllr Tracey Lear			
Cllr Mark Hussey			
Cllr Julie Blackmore			

