

EDWINSTOWE PARISH COUNCIL

Business Continuity Plan

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.

Business Continuity Planning is a proactive process which identifies the key functions of an organisation, the likely risks to those functions and the potential impact of those risks upon the service. From this information can be developed plans and procedures which ensure continuity of key functions.

Core Business of the Council

The Council provides services to Edwinstowe which include provision of: -

- Website and EPC noticeboards
- Streetlights – in town car parks
- Maintenance and safety checking of public open spaces and play areas
- Ground Maintenance, including tree safety on Parish Council land
- Provision of public toilets in Edwinstowe
- Floral displays in hanging baskets and some planters
- Incidents which could invoke the Continuity Plan (this list is not exhaustive and is for a guide only)

National disasters/Weather related problems

- Fire
- Flood
- Health Crisis e.g. 2019 Covid-19
- Rationing of essential life support materials [local/regional or national]

Failures

- Service failure

Losses

- Clerk through resignation
- Clerk through death
- Clerk through long-term injury/sickness
- Clerk through death or serious injury whilst working for the Council

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 [in order of succession] Chair, Vice Chair, Chair of F&G, Chair of Amenities shall implement all business continuity actions.

The Business Continuity Plan identifies the critical service areas and details actions to be taken to continue or recover delivery of the service within the following identified timescales - 24 hours, 7 days, 1 month, 3 months.

Each member of staff has a list of contact details of members and of staff. On discovering or being advised of a disaster which might affect business continuity or major civil emergency the staff member will contact the Town Clerk and Chair.

Major Civil Emergency

Nottinghamshire Council as principal council is a category one responder under the Civil Contingencies Act 2004. and will typically lead the recovery from any emergency in the area. They have adopted a Major Emergency Plan which sets out how it will in conjunction with other agencies, including emergency services respond to major and other serious civil incidents. [included as a document on file and web link]

The Edwinstowe Parish Council Emergency Plan shows that the Emergency Hub will be operated by the Parish Council to co-ordinate the community's response. The Plan provides local guidance to all agencies including Parish Council staff in the event of a major civil emergency. [included as a document on file and web link]

Review of Plan

The business continuity plan to be reviewed on an annual basis by the Finance & Governance Committee:

1. The Clerk will check that all the contact details are current and correct
2. Parish Council Finance & Governance Committee will consider whether the critical activities, key risks and contingency plan actions are comprehensive and sufficient
3. An updated Business Continuity Plan will be given to every new member

Edwinstowe Parish Council Business Recovery Map

Action	Immediate Response & Actions (within 24 Hours)	Management Response (within 7 days)	Rebuild Confidence (Within 1 Month)	Rebuild Confidence (Within 3 Months)
Loss of Clerk due to sudden incapacity or death	<p>Inform Chair, members and staff</p> <p>Ensure all key tasks are listed</p> <p>Access to login details, passwords and keys available to Deputy Clerk as prescribed</p>	<p>Chair to call extraordinary meeting of council to decide on temporary cover strategy – Contact NALC/SLCC about locum</p> <p>Chair and Chair of F&G to make public statement of action and repercussions</p> <p>Ensure staff team are aware of their responsibilities</p>	Provide locum replacement and/or begin recruitment procedures	Review position and procedure for improvements
Loss or serious injury to member of staff whilst carrying out Council duties	<p>Inform Chair, staff members.</p> <p>Inform HSE (if required)</p> <p>Ensure staff trained or acquainted with the duties with regard to H&S regulations</p>	<p>Chair to call extraordinary meeting of council to decide on temporary cover strategy – and respond to HSE if required</p> <p>Chair and Chair of F&G to make public statement of action and repercussions</p> <p>Contact NALC/SLCC about locum if required</p> <p>Inform insurers</p>	Process of finding temporary cover or in case of the Groundsman depending on season draw up grounds maintenance contract for contractors.	<p>Review position and procedure for improvements and to ensure minimal impact from loss</p> <p>Ensure duties/tasks for each member of staff/job role are properly documented with clear task flows and information</p>

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Loss of Clerk due to resignation or dismissal	Inform Chair, and staff	<p>Chair and Chair of F&G to make public statement of action and repercussions</p> <p>Chair to call extraordinary meeting of the HR Committee and to make recommendations to council to decide on temporary cover strategy and/or begin recruitment procedures.</p> <p>Contact NALC/SLCC about locum</p>	Process of recruitment or temporary cover period	Review position and procedure for improvements
Loss of Council documents due to fire, flood, theft or other causes	<p>Inform Chair, insurers and Police</p> <p>Consider security controls – change of locks, passwords etc</p>	<p>Review position.</p> <p>Inform Council</p>	<p>Chair and Chair of F&G to make public statement of action and repercussions</p> <p>Report incident to full Council meeting with action plan</p>	<p>Review position and procedure for improvements</p> <p>Ensure valuable documents stored securely</p> <p>Provide secure storage of paper documents</p> <p>Ensure backup copies of paper documents available i.e. electronic version, photocopy stored at an alternative location</p>

Action	Immediate Response & Actions (within 24 Hours)	Management Response (within 7 days)	Rebuild Confidence (Within 1 Month)	Rebuild Confidence (Within 3 Months)
Loss of Council members due to multiple resignations (causing Council to be inquorate)	Inform all remaining members and staff and District Council Monitoring Officer	<p>Chair and Chair of F&G to make public statement of action and repercussions</p> <p>Call extraordinary meeting with existing members and Monitoring Officer to decide temporary working strategy for immediate council business</p>	Instigate by-election procedure to recruit new members	<p>Start co-option process when authorised to do so.</p> <p>Review position and procedure for future</p>
Loss of Council 'electronic data' due to fire, flood, breakdown or theft	<p>Inform Chair and Chair of F&G and staff</p> <p>Contact support contractor to retrieve back ups</p> <p>Inform insurers</p> <p>Inform police if necessary.</p> <p>Inform bank</p> <p>Ensure virus software is up to date</p>	<p>Chair and Chair of F&G to make public statement of action and repercussions</p> <p>Install back up files from the Cloud.</p> <p>One drive can be accessed from any suitable computer and the office staff can continue to work provided suitable accommodation is available.</p> <p>Consider potential security issues such as data breach.</p> <p>Report incident to ICO if appropriate</p>	<p>Report incident to Full Council meeting</p> <p>Provide replacement equipment if necessary.</p> <p>Ensure online data protected by robust passwords which are regularly updated.</p>	Review position and ensure measures are in place to research improvements to the system

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Loss of Council's equipment due to theft or breakdown	Report theft to police, inform Chair and insurers.	<p>Chair and Chair of F&G to make public statement of action and repercussions</p> <p>Decide if equipment needs rapid replacement</p> <p>Arrange hire of equipment where appropriate</p> <p>Consider purchase of replacement equipment within current financial regulations</p>	If budget approval required, Full Council meeting to agree purchase of replacement or new equipment	<p>Review position</p> <p>Maintain adequate insurance cover.</p> <p>Ensure regular maintenance carried out.</p> <p>Regularly review security arrangements</p>
Loss of council office due to fire /flood	<p>Inform Chair, staff and insurers</p> <p>Divert phone calls</p> <p>Make arrangements and provide basic equipment to enable staff to work from home if necessary</p>	<p>Inform Council</p> <p>Chair and Chair of F&G to make public statement of action and repercussions and advise public and members of new arrangements via social media and website</p>	<p>Report to Council meeting to consider options</p> <p>Assess financial losses for insurance claim</p> <p>Use alternative venues for meetings</p>	<p>Review position</p> <p>Maintain adequate insurance cover</p> <p>Carry out fire risk assessments</p>

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Loss of council efficacy due to loss of power/water/materials >24 hours	<p>Implement Civil Emergency Plan procedures [enclosed and as a web link]</p> <p>Contact NCC/NSDC Emergency Team to ensure response</p> <p>inform Chair and staff</p> <p>Make arrangements and provide basic equipment [eg generator/heating etc.] to enable staff to work in the office or from home if more appropriate</p>	<p>Inform Council</p> <p>Chair and Chair of F&G to make public statement of action and repercussions and advise public and members of new arrangements via social media and website</p>	<p>Report to Council meeting to consider options</p> <p>Use alternative venues for meetings</p>	<p>Review position</p> <p>Assess financial impact</p> <p>Review risk assessments</p>
Loss of investment funds	<p>Quantify loss and understand cause</p> <p>Take immediate action to minimise losses</p> <p>Inform Chair and Chair of F&G</p>	<p>Assess implications on services for remainder of the year. Establish what if any support and protection is available</p>	<p>Confidential Report to Council meeting to consider options</p> <p>Make PR statement and implications</p>	<p>Review investment policy</p>

Action	Immediate Response & Actions (within 24 Hours)	Management Response (within 7 days)	Rebuild Confidence (Within 1 Month)	Rebuild Confidence (Within 3 Months)
Closure of use of Council Offices and Services due to national health or other restrictions	<p>Implement Civil Emergency Plan procedures [enclosed and as a web link]</p> <p>Make arrangements and provide basic equipment to enable staff to work from home if necessary</p>	<p>Chair of Council and Chair of F&G to review the Civil Emergency Plan implementation and adjust as required [enclosed and as a web link]</p> <p>Advise public and members of new arrangements via social media and website.</p> <p>Clerk to operate Council Business as per emergency scheme of delegation</p> <p>Establish what support and protection is available</p>	<p>Review position in line with Government Guidance</p> <p>Assess financial losses</p> <p>Assess implications on services for remainder of the year and report to F&G</p>	<p>Review position in line with Government Guidance</p>

Adopted by Full Council on 25th October 2023