Business Continuity Plan

Adopted: XX/XX/XXXX Minute Ref:

Scope

The Council may sometimes face a risk which could result in a failure to provide our services. The plan is designed to aid the council and ensure that it is adequately prepared, as far as reasonably practical, to continue to provide its 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 services to its electorate which includes the provision of:-

- Village Caretaking services around the village on Parish Council land (grounds maintenance, bin emptying, litter picking, graffiti removal) involving two employees and NWBC contractors
- Website and Notice board information
- Provision of Playing Field Pavilion, children's play area, Multi-Use Games Area and football pitch
- Provision of Village Green with children's play area
- Landlord of Bowls Pavilion and Tennis Club
- Bus Shelters, planters, benches, dog and litter bins (in parts of the village)

The Council does not operate from an office or have any specific premises necessary for the discharge of its responsibilities.

Risks which could invoke the Business Continuity Plan

- 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

- Loss of Council records through theft, fire or corruption of files

Council Contacts

Council Contacts Position	Name	Address	Telephone / Email
Chairman	Steve Stuart		Steve.stuart@wopc.org.uk
Vice Chairman	Wendy Rees		Wendy.rees@wopc.org.uk
Councillor	Keith Brown		Keith.brown@wopc.org.uk
Councillor	Chris Chown		Chris.chown@wopc.org.uk
Councillor	Ralph Coldrick		Ralph.coldrick@wopc.org.uk
Councillor	Kay Hailstone		Kay.hailstone@wopc.org.uk
Councillor	Russ Lowe		Russ.lowe@wopc.org.uk
Councillor	Wendy Rees		Wendy.rees@wopc.org.uk
Councillor	(Vacant)		
Parish Clerk	Kate Clover		07444 582 592 clerk@wopc.org.uk
Village Caretaker	Kray Dewsbury		
Village Caretaker	Daniel Burley		

Water Orton
PARISH COUNCIL

Emergency Contacts

Contact for	Name	Company/Location	Contact Details
Trees: Fallen/dangerous	Highways	Warwickshire County Council: Highways	
Play Equipment/MUGA broken/dangerous	Clerk	Water Orton Parish Council	07444 582 592 clerk@wopc.org.uk
Street Furniture: broken/dangerous	Clerk	Water Orton Parish Council	As Above
Roads, pavements, street signs, etc	Highways	Warwickshire County Council: Highways	
Street Lights	Highways	Warwickshire County Council: Highways	
Waste disposal/Flytipping/dead animals/Syringes	Streetscene	North Warwickshire Borough Council	
Death of an Employee whilst on Council business	RIDDOR	Health & Safety Executive (HSE)	0845 300 9923 or email via www.hse.gov.uk
Warwickshire Police	Safer Neighbourhood Team	North Warwickshire SNT	
Gas Emergencies	National Grid		0800 111 999
Electrical Emergencies	UK Power Networks		0800 783 8838
Water supply and sewerage service emergencies Reporting a leak	Severn Trent Water Severn Trent Water		
Playing Field Pavilion	Clerk	Water Orton Parish Council	As Above
Bowls Club			
St Peters and St Pauls Church	Rev Paul Tullett		
Methodist Church			
The Link			
North Warwickshire Borough Council	Council Offices		

Water Orton
PARISH COUNCIL

Business Recovery Map

TIMELINE	*24 HOURS*	*WITHIN 7 DAYS*	*WITHIN 1 MONTH*	*WITHIN 3 MONTHS*
Recovery Steps **Area**	**Immediate Response & Actions**	**Management Response**	**BUSINESS CONTINUITY** **Rebuild Confidence**	
Loss of Clerk due to sudden/long-term illness, incapacity or death	Inform Chair Inform Members	Decide on temporary cover strategy	Report to Full Council Provide 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	Inform Clerk & Chair Inform HSE	Decide on temporary cover strategy and answer to the HSE	Report to Full Council Provide replacement and//or begin process of recruitment or temporary cover period	Review 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 Inform NWBC Monitoring Officer	Decide on temporary working strategy for immediate Council business	Instigate by-election procedure/co-option procedure as advised by NWBC	Review position and procedure for improvements
Loss of Clerk/staff members due to resignation or dismissal	Inform Clerk & Chair Inform Members	Decide on temporary cover	Process of recruitment or temporary cover period Provide replacement	Review position and procedure for improvements
Loss of Council documents due to fire	Inform Clerk & Chair Inform Insurers	Review position	Report incident to Full Council Meeting	Review position and procedure for improvements
Loss of Council electronic data due to fire, flood, breakdown or theft	Inform Chair Retrieve last backup Inform Insurers (if applicable) Inform police (if applicable)	Install backup files on temporary equipment	Report incident to Full Council Meeting Provide replacement equipment	Review position and procedure for improvements
Loss of Council equipment due to theft or breakdown	Inform Clerk & Chair Report theft to police and Insurers Decision on immediate replacement	Review position	Report incident to Full Council Meeting Provide replacement equipment	Review position and procedure for improvements

Local disaster	Inform all members of Council/ Clerk/Employees. Contact with relevant emergency services, if appropriate	Review position	Call Extra-ordinary Meeting of Council to discuss position and any necessary action	Review position and procedure for improvements

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 Chair, Deputy Chair or a Member(s) of the Parish Council nominated by the Chair, shall implement all business continuity actions.

If the Clerk is not available the Chair, or in the absence of the Chair, the Vice-Chair, or a Member of the Parish Council nominated by the Chair or Vice-Chair shall implement the “Clerk not available” actions.

Review of plan

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

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