

St Dennis Parish Council
Business Continuity Policy and 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 functions / services in the event of a disruption whatever the cause. It is St Dennis Parish Council intention to recognise the importance of producing and maintaining a Business Continuity Plan for the implementation in the event of disruptions to the day to day running of the council.

This plan identifies some instances of disruption, the immediate responses, and procedures to follow to maintain the continuity of services / functions, and any follow up procedures or necessary changes to services of functions, where such services are disrupted by factors within St Dennis Parish Council's area of responsibility.

Core Business of the Parish Council

The Council provides local services to its electorate which includes the provision of:

- Website, notice boards, parish office and the use of other social media to communicate important and relevant matters.
- Recreation ground, children's play area, teen shelters, fitness equipment.
- Signage, salt bins, benches and waste bins.
- Public open spaces, footpaths, maintenance of grass verges.
- Public Toilets
- Cemetery
- Bus shelters
- Acting as a consultee on planning applications to represent the best interest of the parish
- Managing the finances of the Council and using the precept for the benefit of the Parish.
- Liaising with Cornwall Council and other partner organisations on issues that affect the Parish.

Potential Causes of Disruption:

Damage caused by

- a) Storm, tempest, flood and snow
- b) Fire
- c) Terrorism
- d) Air Crash
- e) Pollution / Explosion from Incinerator or Power Station failure.

Failures to:

- a) Equipment
- b) Utilities
- c) Public services

Losses of:

- a) Staff through death, illness or injury or resignation, whilst on or off Council Duty
- b) Councillors by any reason which leaves the Council inquorate.

Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Loss of Clerk due to death, illness, incapacity or resignation / dismissal	Ensure records of key tasks are up to date including minutes and accounts. Access to log ins and passwords are available. Have others trained in key duties	Chair to be informed Chair to inform the Council Call EGM	Recruit temporary replacement / locum Seek and employ permanent Clerk	Review procedures to ensure minimal impact from loss
Death of serious injury to member of staff whilst carrying out Council Duties Or Prolonged absence or resignation or dismissal of staff	Knowledge of duties with regards to Health and Safety	Clerk / Chair to be informed and report to Council Clerk / Chair to inform HSE (if necessary) Clerk / Chair to inform insurance company	Seek temporary help Start recruitment procedures to seek replacement	Review procedures to ensure improvements
Loss of Councillors due to multiple resignations (causing the Council to become inquorate)	Co-option of Councillors who may be in reserve list	Clerk to inform remaining Councillors and employees of the Council Clerk to inform CC's returning officer	CC to decide on temporary working strategy for Council Business to be maintained followed by the instigation of by election or co-option procedure	Council to review procedures for the recruitment of Councillors
Loss of Council documents due to fire, flood or other causes	Back up of electronic documents on a secure device held by the clerk remotely Important paper documents held in fire proof safe	Clerk to inform Chair and insurance company if necessary	Instigate use of stored material Discuss at next council meeting	Review procedures to ensure improvements and security
Loss of Council equipment due to theft, fault or breakdown	Back up of computers	Clerk to inform Chair Report theft to the police an insurance company Decide on immediate replacement	Replace in accordance with current Financial Regulations	Review procedures to ensure improvements
Damage to Parish Office	Maintain adequate insurance cover Carry out risk assessments	Clerk to inform insurance company Chair to be informed and report to Council	Use of alternative premises or admin team to work from home	Review procedures to ensure improvements Review risk assessments
Damage to meeting place	Awareness of alternative meeting places	Chair to be informed and report to Council Clerk to notify residents	Use alternative premises	Review procedures to ensure improvements

Communication Process

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

Their first priority is to summon the emergency services if necessary.

The clerk/Administrator should then inform staff, contractors and other Councillors and report to the HSE if necessary.

The clerk/Administrator may need to contact the insurance company, contractors, IT support, Cornwall Council, Cornwall Association of Local Councils, the bank or suppliers.

Key Contacts

Council Contacts

Position	Name	Email Address	Phone Number
Council Chairman	Julia Clarke	chair@stdennisparishcouncil.org.uk	07464120377
Vice Chairman	Jennifer Burnett	Jburnett@stdennisparishcouncil.org.uk	01726 821700
Clerk	Lynn Clarke	clerk@stdennisparishcouncil.org.uk	07900638292
Administrator	Sharon Davey	office@stdennisparishcouncil.org.uk	01726 821700

Emergency Contacts

Contact for work	Company	Telephone Number
Report of Crime or need for emergency services	Cornwall Police / Fire / Ambulance	999
Insurance Company	Came and Co	01256 359020
Health and Safety Executive	HSE	0345 3009923
Electricity	Emergency Number Western Power Holloway Electrical Magor Electircal	0800 6783105 07833 084005 07376948262
Water	South West Water Amos Plumbing Jai Smart Plumbing	0344 3462020 01726 822887 07961211379
Telephone	BT	0800 7833749
Emergency Tree Work	T P Tree Services A1 Tree & Grounds Arb Sense Michael Hamm	07857 492930 01726 850770 01726 211611 01726 75124
Pest Control	Hooded Talons ERG	07723442669 08002118597
I T Support	G M Computers	01726 63942
HR Support	Cornwall Association of Local Councils Society of Local Council Clerks Association of Local Council Clerks ACAS	01872 272648 01823 253 646 01823 253646 0300 123 1100
Office / meeting rooms	Clay TAWC Ltd	01726 828130

Should an emergency occur the following check list should be used:
Emergency Response Checklist

Start a log of actions taken	
Liaise with Emergency Services	
Identify any damage	
Identify functions disrupted	
Convene your response / recovery team	
Provide information to staff	
Decide course of action	
Communicate decisions to staff and business partners	
Provide public information to maintain reputation and business	
Arrange a debrief	
Review Business Continuity Plan	

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