



Sporle with Palgrave 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 a framework in order 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 a Local Parish Council service to its electorate which includes the provision of:-

- Village maintenance
- Website and Notice board information
- Provision of recreation ground with children's play area, football pitch and Pavilion
- Street lighting
- Maintenance of three Bus Shelters and three benches in the Village
- Full range of Parish Council services

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

Risks which could invoke the BCP

- 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
 - Clerk through death, long-term injury/sickness
 - Equipment theft breakage or major damage
 - Loss of Council records through theft, fire or corruption of files

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Council Contacts

Council Contacts Position	Name	Address	Telephone / Email
Chairman	Gordon Burrows	Cambridge Cottage Love Lane Sporle PE32 2EP	01760 723718
Vice Chairman	Janis Bevan	8 Priory Cose Sporle PE32 2DU	07827 999749
Councillor	Helen Bartley	Station Cottage The Street Sporle PE32	01760 720537
Councillor	John Barley	The Rowans Sydney Dye Court Sporle PE32 2EE	07810 514435
Councillor	Helen Dye	Norbrick House The Street Sporle PE32	01760 721331
Councillor	Jacqui Howard	53 Sydney Dye Court Sporle PE32 2EE	01760 725689
Councillor	Kalvin McLeod	7 Priory Place Sporle PE32 2DT	07881 865772 chairsporlepc@gmail.com
Parish Clerk	Elizabeth Durrant	2 Bagthorpe Rd Bircham Newton PE31 6XB	07872927586 clerksporlepc@gmail.com

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Emergency Contacts

Contact for	Name	Company/Location	Contact Details
Trees: Fallen/dangerous	Highways	Norfolk County Council: Highways	0344 800 8020
Play Equipment broken/dangerous	Elizabeth Durrant – Clerk	Sporle with Palgrave PC	As contact list
Street Furniture: broken/dangerous	Elizabeth Durrant - Clerk	Sporle with PalgravePC	As contact list
Roads, pavements, street signs, etc	Highways	Norfolk County Council: Highways	0344 800 8020
Street Lights	Elizabeth Durrant - Clerk	Sprole with Palgrave PC	As contact list
Waste disposal/Fly tipping/dead animals/ Syringes	Environmental Officer	Breckland District Council	01362 656870
Death of an Employee whilst on Council business	RIDDOR	Health & Safety Executive (HSE)	0845 300 9923 or email via www.hse.gov.uk
Norfolk Constabulary	Safer Neighbourhood Team	Swaffham SNT	Non-emergency 101 or email - sntswaffham@norfolk.pnn.police.uk Emergency 999
Gas Emergencies	National Grid		0800 111 999
Electrical Emergencies	UK Power Networks		0800 783 8838
Water supply and sewerage service emergencies	Anglian Water	24 hours a day, 7 days a week	08457 145145
Reporting a leak	Anglian Water	24 hours a day, 7 days a week	0800 771881
Pavilion	Elizabeth Durrant – Clerk	Sporle with Palgrave Parish Council	As contact list
Bowls Club			
St Mary's Church	Rev Janet Allan	The Vicarage White Cross Rd Swaffham PE37 7QY	01760 622241 01760 721841
Methodist Chapel	Helen Dye	As contact list	As contact list
Norfolk County Council	County Hall	Norwich	0344 800 8020
Breckland District Council	Council Offices	Elizabeth House Dereham	01362 656870 Out of hours 01522 782246

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Sporle with Palgrave Parish Council Business Recovery Map

<i>TIMELINE</i>	<i>24 HOURS</i>	<i>WITHIN 7 DAYS</i>	<i>WITHIN 1 MONTH</i>	<i>WITHIN 3 MONTHS</i>
<u>Recovery Steps</u> <u>Area</u>	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	Contact Norfolk Association of Local Councils re a County or Locum Clerk	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 Breckland District Council Monitoring Officer	Decide on temporary working strategy for immediate Council business	Instigate bye-election procedure/co-option procedure as advised by Breckland District Council	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

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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
- Sporle with Palgrave Parish 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

Approved at Parish Council Meeting on:

Chairman's signature: