

A local authority must ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption. Wereham Parish Council's policy is to maintain the continuity of its critical core functions and where these are disrupted by any event to enable them to return to 'normal' operations as soon as possible, taking into account the impact of any delay on quality of service, reputation and finances.

Scope of the Policy and Plan This policy and plan is intended to ensure:

- The concept of Business Continuity, the policy and approach is understood by the Council and its staff.
- That there is a clear framework to follow in the case of an emergency.
- That the Parish Council has taken reasonable steps to ensure that there will be as little disruption as possible to the Council (business) in the event of an emergency.

Responsibilities Wereham Parish Council as a corporate body is responsible for the Business Continuity Plan, however, the Chair and Vice Chair are first responders in an emergency with the Clerk and jointly will be responsible for initiating actions included in the Business Continuity Plan.

The Clerk, as Proper Officer has the delegated day to day responsibility for keeping the plan updated and taking the Plan forward to include lessons learned and good practice with support from the Council and staff members. The Clerk will be responsible for communicating the programme to Councillors and staff. The Council will be responsible for ensuring there is adequate training for staff and ensuring that activities are completed through a monitoring system.

### **Aim of the Plan**

This Plan provides the framework in preparation for the Council to cope with the effects of an emergency.

### **Objectives**

- To define and prioritise the Critical Core Functions of the business
- To identify the emergency risks to the business and assess likelihood and impact
- To detail the agreed response to an emergency including first reactions, recovery objectives, structure for implementation, monitoring, follow up procedures and communication processes.
- To identify key contacts during an emergency.
- To keep the information within the Business Continuity Plan updated and to review procedures at least bi-annually. The Clerk is responsible for checking this.

**Critical Core Functions of the business**

- Parish Clerk Office – Their place of work is their home.
- Burials – Wereham Cemetery

**Other services that could be affected**

- Wereham Parish Council play area
- Wereham open space – playing field
- Street lights
- Notice boards
- Dog bins

**Emergency Risks to the business**

- Fire (in relation to the Clerk's property where Council files are kept)
- Flood
- Theft/ break in (in relation to the Clerk's property where Council files are kept)
- Equipment failure
- Staff illness (epidemic)
- Loss of Clerk due to sudden or long term illness, incapacity or death
- Death or Serious injury to staff whilst carrying out Council duties

## **Risk Analysis**

**1) Loss of building due to fire.** (in relation to the Clerk's property where Council files are kept)

**Risk** - Low/ High

**Mitigation** - Fire alarm with frequent tests/ Insurance

**2) Loss of equipment due to fire, flood, equipment failure or theft** (in relation to the Clerk's property where Council files are kept)

**Risk** - Low/ High

**Mitigation** - Fire alarm with frequent tests/ PAT testing of equipment and visual inspections/ Insurance.

**Further Action** – Clerk to order PAT testing as soon as practicable.

**3) Loss of important documents due to fire, flood or theft.** (in relation to the Clerk's property where Council files are kept)

**Risk** - Low/ Medium

**Mitigation** - Electronic documents backed up and back up kept off site on a cloud based area - Dropbox. Land registry documents etc. can be sourced from national repositories.

**Further action** - Continue with a programme of scanning documents to be kept electronically. Passwords to the secure area cloud based area to be filed somewhere other than on the laptop.

**4) Loss of Council computer files due to fire, flood, breakdown or theft.**

**Risk** - Low/ Medium

**Mitigation** - Fire alarm with frequent tests/ PAT testing of equipment and visual inspections/ Electronic documents backed up and back up kept off site on a cloud based storage site – Drop box.

**Further Action** – Passwords to be stored in a secure way to access other than via the Council's files on the laptop.

**5) Staff illness.**

**Risk** - Low/ High

**6) Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death**

**Risk** - Low/ Medium

**Mitigation** – Norfolk Association of Local Councils may provide support. Contingency budget in place to cover such costs.

**7) Death or Serious injury to member of staff whilst carrying out Council duties.**

**Risk** - Low/ High

**Mitigation** - Safe systems of working, equipment is serviced regularly and staff training is undertaken. H&S legislation is observed and enshrined in Policy.

**Should an emergency occur the following checklist should be used.**

**Emergency Response Checklist For use during an emergency**

- 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 on 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:

## **Communication processes**

When an emergency situation arises the Clerk/ Chair of the Council or Vice Chair of the Council is the first point of contact. In their absence the Chair of Vice Chair appoints a Councillor in their absence.

Their first priority is to summon the relevant Emergency Services if necessary.

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

The Clerk may need to contact the insurance company, contractors, IT providers, Borough Council of Kings Lynn and West Norfolk, Norfolk County Council, Norfolk Association of Local Councils, the Bank or suppliers.

## **Key contacts**

### **Council contacts**

Clerk Contact Details on Website and Email.

Councillor contact details contained within the shared Dropbox area.

Telephone Number Report of crime or need for emergency services Norfolk Police / Fire / Ambulance 999 or 101

Insurance Company BHIB Ltd - 0116 281 9100

Health and Safety Executive HSE 0300 003 1647 (Mon – Fri 830-5) (On Weds 10-5 pm)

UK Power Networks 0800 028 4587 or 105 – power cuts or emergency

Water Anglian Water Emergency Number 0800 771 881

Telephone BT (Report of Damaged poles, cabinets or poles etc) 0800 023 2023

Norfolk ALC 01603 638495

## **Update and review**

This Policy and Plan shall be updated as appropriate and checked by the Clerk bi-annually.