



## CONTINUITY PLAN/DISASTER RECOVERY POLICY

---

### SCOPE

---

The Civil Contingencies Act 2004 places a duty on the Local Authority to ensure that it is prepared, as far as reasonably practicable, to continue to provide critical functions in the event of disruption.

This plan provides the framework for the Parish 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 local Parish Council services to its electorate which includes the provision of:

- Full range of Parish Council services
- Notice boards and website
- Buildings Maintenance and Cleansing Operative (litter picking, general and grounds maintenance) involving one employee and contractors
- Provision of Community Hall
- Provision of recreational grounds with children's play areas, fitness equipment, football pitches, and BMX Track
- Signs, benches, general waste bins, dog bins, bus shelters
- Newsletter production and distribution

---

### RISKS WHICH COULD INVOKE THE CONTINUITY PLAN

---

#### NATIONAL DISASTERS/WEATHER RELATED PROBLEMS

- Fire
- Flood

#### FAILURES

- Equipment
- Services

#### LOSSES

- Staff through resignation
- Staff through death
- Staff through long-term injury/illness
- Staff through death or serious injury whilst working for the Parish Council
- Equipment theft, breakage or major damage
- Loss of Council records through theft, fire or corruption of files



## COUNCIL CONTACTS

ROLE	NAME	CONTACT DETAILS
Parish Clerk	John Rendell	07768 256450
Chair of SGPC	Ernie Brown	07708 344882
Buildings Operative	Paul Passaway	07568 145335
Head Groundsman	Colin Kenyon	07810 306186

## EMERGENCY CONTACTS

Contact for work	Name	Company/Location	Tel No
Trees fallen/broken on Parish Council land	Jamie Fryer	Ambience Landscapes	0117 9711742
Major spillages	Environmental Health	Environmental Health	01454 868001
Roads, pavements, footpaths	-	South Gloucestershire Council	01454 860009
Boarding up or emergency repairs to building/notice boards etc	Michael Tucker	A1 Property Services	07920 481537
Gas Emergencies	-	British Gas	0800 111 999
Electricity Emergencies	-	-	105
Waste or rubbish collections	-	Viridor	0117 9695460
Fly-tipping, abandoned vehicles, litter	-	South Gloucestershire Council	01454 860009
Death of an employee whilst on Council business	-	South Gloucestershire Council	01454 860009
All reports of crime or emergency	Avon & Somerset Police	Emergency	999
		Non-emergency	101
		Crimestoppers	0800 555 111



# STOKE GIFFORD

PARISH COUNCIL

Timeframe	24 hours	Within 7 days	Within 1 month	Within 3 months
	<i>Immediate response and actions</i>	<i>Management Response</i>	<i>Business Continuity – Rebuild confidence</i>	
Loss of Clerk due to sudden or long-term illness, incapacity or death	Inform Chair Inform Staffing committee Contact NALC for guidance	Decide on temporary cover strategy	Provide recruitment 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 Chair Inform Staffing committee Contact NALC for guidance	Decide on temporary cover strategy and answer to the HSE	Process of recruitment or temporary cover period	
			Provide replacement	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 NALC and SGC	Decide on temporary working strategy for immediate Council business	Instigate bye-election procedure/co-option procedure as advised by SGC	Review position and procedure for improvements
Loss of Clerk (or member of staff) due to resignation or dismissal	Inform Chair Inform Staffing committee Contact NALC for guidance	Decide on temporary cover strategy and/or begin recruitment process	Process of recruitment or temporary cover period	
			Provide replacement	Review position and procedure for improvements
Loss of 'important' Council documents due to fire	Inform Chair Retrieve originals from safe deposit box and back up drive	Review position	Report incident to Full Council meeting	Review position and procedure for improvements
Loss of Council computer files due to fire, flood, breakdown or theft	Inform Chair Retrieve back-up from drive Report theft to police	Install back-up files on temporary or replacement equipment	Report incident to Full Council meeting	Review position and procedure for improvements
Loss of Council equipment due to theft or breakdown	Report theft to police Inform Chair Inform insurers Decide if equipment requires immediate replacement	Hold an extraordinary Full Council meeting Purchase new equipment	Review position	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.

---

## **PANDEMIC SITUATIONS**

---

In the event of a global pandemic situation, Stoke Gifford Parish Council will follow Government instructions and guidelines linked to sites, open spaces, play areas, sports facilities, BMX track and personnel.

This includes undertaking of relevant risk assessments, sites closures/opening as instructed by Government.

---

## **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

*To be reviewed: July 2021*