

Stanhoe Parish Council
Business Continuity Plan

There is a duty placed on the local authority under The Civil Contingencies Act 2004 (Contingency Planning) (Amendment) Regulations 2012 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 an outline in order for the Parish Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan identifies the instances of disruption, the immediate responses, the basic procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within Stanhoe Parish Council's area of responsibility.

Core Business of the Council

The Council provides a Local Parish Council service to its electorate which includes the provision of:

- Website and Notice board information
- Signs, benches, dog bins
- Full range of Parish Council services. The PC operates the Parish Services under a homeworking agreement with the Parish Clerk and therefore doesn't have any specific premises necessary for the discharge of its responsibilities.

Risks which could invoke the BCP

National /Local Disasters/Weather Related Problem

Fire

Storm, tempest, flood and snow

Terrorism

Pandemic

Failures of Equipment or Services

Losses

Losses of Staff/Councillors through resignation, through death or long-term injury/sickness whilst working for the Council

Equipment theft breakage or major damage

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

The Clerk (the emergency co-ordinator) is the first point of contact for all emergencies and business continuity actions and following the basic procedures as per Appendix 1 for local/national disaster. 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, Vice Chair or a Member(s) of the Parish Council nominated by the Chair, shall implement all business continuity actions.

Review of plan

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

- The Clerk to check that all the contact details are current and correct.
- An updated Business Continuity Plan to be given to every councillor every three years or following significant change.

Stanhoe Parish Council Business Recovery Map

Timeline	24 hours	7 days	Within 1 month	Within 3 months
Recovery Steps Event	Immediate reponse and actions	Management response	Business Continuity	Rebuild confidence
Loss of Clerk due to sudden/long-term illness, incapacity or death	Inform Chair and Council	Decide on temporary cover strategy e.g contact Society of Local Council Clerks for temporary cover Report to Full Council	Provide replacement and/or begin recruitment procedures	Review procedures and any improvements required
Loss or serious injury to member of staff whilst carrying out Council duties	Inform Chair Chair to inform HSE	Decide on temporary cover strategy as above 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)	Clerk to inform all remaining members of Council/ Inform BCKLWN Monitoring Officer	Decide on temporary working strategy for immediate Council business	Instigate bye-election procedure/co-option procedure as advised by BCKLWN	Review position and procedure for improvements.
Loss of Clerk due to resignation or dismissal	Inform Chair and Chair to inform Councillors	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 and 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 files on temporary replacement 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/National disaster (Storm, Flood, Fire, Environmental, Pandemic etc	Inform all members of Council/Clerk. Contact with relevant emergency services . If appropriate implement an Emergency Action Plan.	Review position	Call Extra-ordinary Meeting of Council to discuss position and any necessary action.	Review position and procedure for improvements.

Appendix 1.

LOCAL/NATIONAL DISASTER EMERGENCY - BASIC PROCEDURE

There are three types of event which could trigger a local/national emergency:

- Flooding, severe storms.
- Large scale evacuation due to a major event, e.g. major fire, environmental pollution incident.
- A pandemic or other health threats.

Note: Pandemic viruses such as Flu or Coronavirus are the UK's highest risk and the elderly, infirm, young children and those with special needs can be particularly vulnerable.

Trigger

The trigger for a local/national emergency will be a declaration by an authority, including but not limited to, the Environment Agency, Kings Lynn & West Norfolk Borough Council, Norfolk County Council, The UK Government, the National Health Service and World Health Organisation. Contacts Once a local/national emergency has been confirmed by a reliable source then contact details of the following are to be obtained:

- Volunteers who are registered under the Kings Lynn & West Norfolk Volunteers Service
- Local Councillors and others who are community volunteers
- Local Community Transport Volunteers who provide transport for people without transport.
- Organisations who identifying vulnerable people.
- Local GP surgeries.
- Local pharmacies.
- The nearest 24-hour pharmacy

Actions to be Taken

When a local/national emergency has been confirmed from a reliable source the following actions are to be taken

- The Chair will call a meeting of the Council
- Publish warnings on the Council website and Stanhoe.org
- In the event of a Pandemic put up NHS / Public Health England posters throughout the parish and on Parish Council Notice Boards and share with village groups
- Consider the advice and implement any actions recommended.
- Notwithstanding the Data Protection Act, contact any persons known to the PC who are elderly or vulnerable who may require direct and immediate assistance.

Safe warm space

In an emergency requiring evacuation from your home the MEHM Trust has agreed to provide an Assembly point and provide basic facilities in the Reading Room on Cross Lane Stanhoe PE318PS

This is a short term measure providing the building remains in a safe area. In the event of a prolonged evacuation the Local Council has an obligation to help with further temporary support.

Appendix 2

Stanhoe Parish Council Emergency Information

**In the majority of emergencies the first and most important action
is to call the Emergency Services
Dial 999**

Try to give clear concise information as far as possible

Incident What has happened

Location Street name , house / name number, What3words

Any further services required other than the service called

Any casualties

If contact with the Emergency services is not possible or required the main provider phone numbers are below

Emergency Contact Information

Ambulance 999

Police 999

**Norfolk Fire & Rescue Hunstanton Station 24 hours a day, 7 days a week Non-emergency 01485 535 375 Or Emergency 999
Fire Service Non Emergency 0300 123 1669**

Defibrillator Front of Reading Room/Village Hall on Cross Lane

**Trees: Fallen/dangerous: Clerk/Website –
clerk@stanhoe.norfolkparishes.gov.uk/07508336005**

**Street Furniture: broken/dangerous Clerk/Website –
clerk@stanhoe.norfolkparishes.gov.uk/07508336005**

**Roads, pavements, street signs, etc: Highways Norfolk County Council:
Highways 0344 800 8020**

Waste disposal/Fly tipping/dead animals/Syringes: Street care and cleaning team BCKLWN cleanup@west-norfolk.gov.uk 0500 253 2687 (24 hour answer phone) 01553 782076 (office hours) 01553 616601 (out of office hours)

Death of an Employee whilst on Council business: RIDDOR Health & Safety Executive (HSE) 0345 300 9923 or email via www.hse.gov.uk

**Norfolk Constabulary Western District Engagement Officer Paula Gilluley
Paula.Giluley@norfolk.pnn.police.uk Mobile:07766990802 Non-emergency 101**

Electrical Emergencies UK Power Networks 24 hours a day, 7 days a week

0800 783 8838/0800 31 63 105

Water supply and sewerage service emergencies/ Reporting a leak: Anglian Water Anglian Water 24 hours a day, 7 days a week 24 hours a day, 7 days a week 0845 7145145 or 0800 771881

Norfolk County Council County Hall Norwich 0344 800 8020

Borough Council of King's Lynn & West Norfolk Council Offices King's Lynn 01553 616200

BT 0800 800 150

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