

# **Astley Village Parish Council**

## **Business Continuity Plan (BCP)**

### **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 the 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:

- lengthsman services all around the village involving 2 members of staff
- website and noticeboards
- full range of Parish Council services

### **Risks - Which could invoke the Continuity Plan**

#### **National Disasters/Weather Related Problems**

- Fire
- Flood
- Or worse

#### **Failures**

- Equipment
- Services

#### **Losses**

- Staff through resignation
- Staff through death
- Staff through long-term injury/sickness
- Staff through death or serious injury whilst working for the Council
- Equipment theft, breakage or major damage

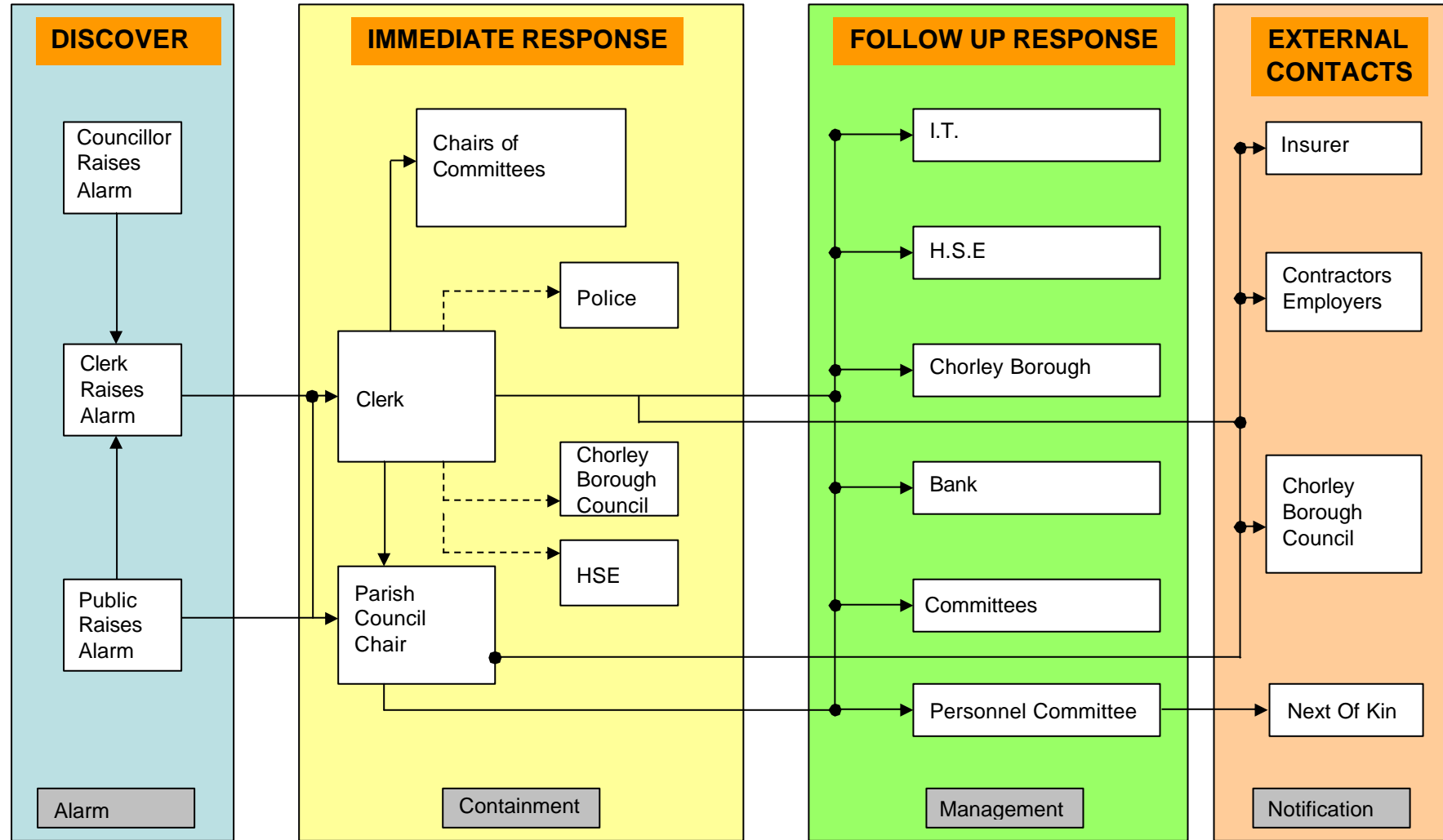
## Council Contacts

Position	Name	Address	Tel Nos
Council Chair	Cllr Laura Lennox	49 Judeland Astley Village Chorley PR7 1XJ	01257 260264
Council Vice Chair	Cllr Jayne Thomas	16 Elmwood Astley Village Chorley PR7 1UK	01257 230625
Clerk to the Council	Debra Platt	9 Ambleside Avenue Euxton Chorley PR7 6NX	01257 234004

## Emergency Contacts

Contact For/Work	Name	Company/Location	Tel Nos
Trees fallen/broken  Emergency repairs for play equipment or street furniture  Major spillages	Alan Bothamley  Keith Winstanley - Specifically Trees ie fallen trees or branches	Chorley Borough Council Service Group Bengal Street Chorley	01257 515151
Roads, pavements, street signs etc		Lancashire County Council	0845 053 0011
Boarding up or emergency repairs to buildings/noticeboard etc	Tony Carter	Tony Carter & Sons Wigan Road Euxton	01257 273612 Mobile 07836 555887
Waste or rubbish collections Fly-tipping	Waste Management Section	Chorley Borough Council	01257 515677 Or main number 01257 515151
Fly-tipping or rubbish bag collections	Steve Hart Or Malachy Gallagher	Chorley Borough Council Engineering and Transport Bengal Street Chorley	01257 515625  01257 515630
Emergency ironmongery work, welding or re-setting of seats or posts	Colin	Ark Welding 2 Friday Street Chorley	01257 270335 Mobile 07966 402987
Death of an employee whilst on Council business	Health & Safety Executive (HSE)		0845 345 0055 Or Email through <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
All reports of crime or emergency	Chorley Police Station Main local rate line Crimestoppers	Police (Lancashire Constabulary)	01257 269021 0845 053 0011 0800 555 111

# BUSINESS CONTINUITY FLOW GUIDE



## Astley Village Parish Council Business Recovery Map

<u>TIMELINE</u>	<u>24 HOURS</u>	<u>WITHIN 7 DAYS</u>	<u>WITHIN 1 MONTH</u>	<u>WITHIN 3 MONTHS</u>
<u>Recovery Steps</u> <u>Area</u>	<b>Immediate Response &amp; Actions</b>	<b>Management Response</b>	<b>BUSINESS CONTINUITY Rebuild Confidence</b>	
Loss of Clerk due to sudden or long-term illness, incapacity or death	Inform Chair Inform Personnel Committee	Decide on temporary cover strategy	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 Chair Inform Personnel Committee Inform HSE	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 Clerk (or member of staff) due to resignation or dismissal	Inform Chair Inform Personnel Committee	Decide on temporary cover strategy and/or begin recruitment procedures	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 re-copy	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 backup CD from Chair	Install backup files on temporary or replacement equipment	Report incident to Full Council Meeting	Review position
Loss of Council equipment due to theft or breakdown	Report theft to police, Inform Chair, Inform Insurers Decide if equipment needs instant replacement	Full Council Meeting Purchase new equipment	Review position	