

## **Little Ellingham 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 the framework for the Council to mobilize 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:

- noticeboards
- full range of Parish Council services

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

National Disasters/Weather Related Problems

- Fire
- Flood
- Global Pandemic i.e. Covid-19
- Or worse

Failures

- Equipment
  - Services

Losses

- Staff through resignation, long-term injury, sickness or death
- Equipment theft, breakage or major damage

#### **Council Contacts**

<b>Position</b>	<b>Name</b>	<b>Address</b>	<b>Tel no.</b>
Council Chair	Cllr Peter Griffiths	The Old Rectory Church Road Little Ellingham NR17 1JN	01953 850722 07770 998845
Council Vice-Chair	Cllr Carol Warwick	Mandale Church Road Little Ellingham NR17 1JN	01953 850389
Councillor	Cllr Stuart Knight	5 The Green Little Ellingham NR17 1LT	07919 022421
Councillor	Cllr Alex Fitzgerald	Green Farm The Green Little Ellingham NR17 1LT	07725 568920

Business Continuity Plan

January 2022. Review January 2023

District Councillor	Cllr Sarah Suggitt	C/O Breckland Council Elizabeth House Walpole Loke Dereham NR19 1EE	07766688081
County Councillor	Cllr Edward Connolly	C/O The Conservative Group Room County Hall Martineau Lane Norwich NR1 2DH	07786 028055
Clerk to the Council	Melanie Eversfield	18 Kings Road Coltishall Norwich NR12 7DX	07731413312

### Emergency Contacts

Emergency	Name	Contact/Location	Tel no.
Crime, disorder or other emergency	Norfolk Constabulary	Headquarters - Wymondham Police Station	0845 456 4567
Trees fallen/broken		Norfolk County Council - Highways	0344 800 8009
Roads, pavements, street signs		Norfolk County Council - Highways	0344 800 8009
Planning issues		Breckland Council – planning	01362 656870
Emergency repairs		Norfolk County Council - Highways	0344 800 8009
Loss of Clerk due to illness, resignation etc		Norfolk Parish Training & Support	01603 857004
Dog warden		Breckland Council	01362 853279
Burst main, water leak	Anglian Water		0845 7145145
Fly tipping		Breckland Council environmental services	01362 656878 01362 656870

### Business Recovery Process

	Immediate response and actions (within 24 hours)	Business continuity (within 7 days)	Re-build confidence (within 1 month)
Loss of clerk due to resignation/long-term sickness or similar	Inform Chair and Councillors	Decide on temporary cover strategy – If necessary, appoint locum clerk	Start recruitment process. Review position and opportunity for improvements.
Loss of Council computer files due to fire, flood breakdown or theft	Inform Chair. Retrieve back up from One Drive	Install files on temporary or replacement equipment from One Drive	Report incident to full Council Meeting and ensure arrangements in place to get back to normal working procedures as soon as possible.
Loss of Council equipment due to theft, damage or breakdown	Report theft or deliberate damage to Police. Inform Chair. Inform	Obtain written quotes for repair or replacement of equipment and that if covered by insurer any repairs or replacement	Report incident to full Council Meeting. Arrange for replacement or repair of equipment and look at improving

### Business Continuity Plan

January 2022. Review January 2023

	Insurers Decide if equipment needs instant replacement or repair and that there is no immediate danger to the public	are approved by the Insurer (Obtain this in writing)	security/durability/safety of equipment in the future.
Accident or injury to third parties due to using Council equipment	Report immediately to the Chair and Councillors. Arrange medical assistance if needed. Notify Insurers. Arrange for the equipment to be removed/made safe.	Decide whether legal advice should be taken, the NALC and SLCC can advise, as well as Breckland Council legal team. If necessary, call an emergency Council meeting to discuss strategy. Any similar equipment should be checked for damage or faults.	Ensure equipment in question is fully functional again, replaced if necessary or removed altogether. Carry out review of all the Council's equipment if appropriate.