



LISS PARISH COUNCIL BUSINESS CONTINUITY PLAN

Introduction

The Civil Contingencies Act 2004 places a duty on a local authority to ensure that it is prepared as far as reasonably practical to continue to provide important functions and services in the event of a disruption.

Whilst this is not a statutory duty for a parish council it is Liss Parish Council's ("LPC") intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of LPC.

The plan identifies the instances of disruption, the immediate responses, the 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 LPCs area of responsibility.

Core Business of Liss Parish Council

The parish council provides local services to its electorate which includes the provision of:

The Parish Council Office

Employed staff to carry out LPC functions

The Village Hall

Liss Pavilion

West Liss Recreation Ground

Newman Collard Recreation Ground

Liss Forest Recreation Ground

Children's play equipment at West Liss Recreation Ground, Newman Collard Recreation Ground and Liss Forest Recreation Ground

Football pitches at West Liss Recreation Ground and Newman Collard (in line with a Service Level Agreement between LPC and the Newman Collard Playing Fields Trust)

Open public spaces and woodland, including part of the Railway Riverside Walk

Allotments at six sites through the parish

Village keeper services around the parish (including litter picking and Lengthsman duties) and grounds maintenance of LPC owned land

Noticeboards, litter bins and dog waste bins

Website and maintaining a presence on relevant social media sites

Parish Newsletter (production and distribution)

Managing the finances of LPC and using the precept for the benefit of the parish

Acting as a consultee on Planning applications to represent the interests of the parish

Liaising with the District Council and the County Council, the South Downs National Park

Authority or other relevant parties on issues that affect the parish

CCTV at various points in the parish

Potential causes of disruption include:

- 1 Disasters and weather related problems, including:
 - fire
 - storms
 - flood
 - snow
 - actions by other parties
 - terrorism

2. Vandalism or damage to LPC property
3. Failures
 - equipment due to failure, breakage or theft
 - utilities and infrastructure providers
 - public services
4. Losses of
 - staff and councillors through death, illness, injury or resignation whilst on or off LPC duties, which in the case of councillors may leave the parish council inquorate.
 - equipment through theft breakage or major damage
 - LPC records through theft, fire or corruption of files

RISK MANAGEMENT PLAN

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY
Loss of Clerk due to death, illness, incapacity or resignation/dismissal	Ensure key tasks are up to date, including Minutes. Access to log ins and passwords are available. Assistant clerk trained in key duties.	Inform Chairman and Vice-Chairman. Chairman/Vice-Chairman to inform Council. Chairman to inform Health & Safety Executive if necessary. Notice on website, if appropriate Inform local paper, if appropriate Notice on parish noticeboards, if appropriate	Recruit temporary replacement/locum. Recruit permanent Clerk. Longer term: Review procedures to ensure minimal impact from loss.
Loss of Assistant Clerk due to death, illness, incapacity or resignation/dismissal	Ensure key tasks are up to date, including Minutes. Access to log ins and passwords available. Clerk aware of key duties.	Inform Clerk, Chairman and Vice-Chairman. Clerk or Chairman/Vice-Chairman to inform Council. Clerk to inform Health & Safety Executive if necessary. Notice on website, if appropriate Inform local paper, if appropriate Notice on parish noticeboards, if appropriate	Recruit temporary replacement/locum. Recruit permanent Assistant Clerk. Longer term: Review procedures to ensure minimal impact from loss.

<p>Loss of RFO due to death, illness, incapacity or resignation/dismissal</p>	<p>Ensure key tasks are up to date, including Accounts. Access to log ins and passwords are available. Clerk and Assistant Clerk trained in key duties. Ensure compliance with Financial Regulations.</p>	<p>Inform Clerk, Chairman and Vice-Chairman. Clerk or Chairman/Vice-Chairman to inform Council. Clerk to inform Health & Safety Executive if necessary. Notice on website, if appropriate Inform local paper, if appropriate Notice on parish noticeboards, if appropriate</p>	<p>Recruit temporary replacement/locum. Recruit permanent RFO.</p> <p>Longer term: Review procedures to ensure minimal impact from loss.</p>
<p>Death or serious injury to member of staff whilst carrying out parish council duties Or Prolonged absence or resignation or dismissal of staff</p>	<p>Knowledge of duties with regard to Health & Safety. Knowledge of duties with regard to employment law and staff supervision</p>	<p>Clerk and Chairman/Vice-Chairman to be informed. Council to be informed. Clerk to inform Health & Safety Executive if necessary. Clerk to inform insurers, if appropriate Clerk to inform relevant third parties</p>	<p>Recruit temporary replacement. Recruit permanent replacement.</p> <p>Longer term: Review procedures to ensure minimal impact from loss.</p>
<p>Loss of Councillors due to multiple resignations (causing the Council to be inquorate)</p>	<p>Co-option of Councillors from waiting list/reserves by EHDC, if necessary</p>	<p>Clerk to inform remaining Councillors and employees of the Council. Clerk to inform EHDC Electoral Service.</p>	<p>EHDC to decide on temporary working strategy for Council business. By-election or co-option procedure to be instigated.</p> <p>Longer term: Parish Council to review procedure for recruitment of Councillors.</p>

<p>Loss of Council documents due to fire, flood or other causes</p>	<p>Scan important documents and keep an electronic copy. Regular back up of electronic documents on a hard drive to be held by staff at home. Important paper documents (e.g. deeds, leases etc) held in a fire proof safe. Paper copies of important paper documents held by appropriate persons, e.g. solicitors.</p>	<p>Clerk to inform Chairman/Vice-Chairman. Retrieve last back-up. Clerk to inform Insurance company if necessary. Report incident to Full Council.</p>	<p>Review procedures to ensure improvements and security.</p>
<p>Loss of Council equipment or electronic data due to theft, fault or breakdown</p>	<p>Back up of computers. Regular risk assessments, including security reviews.</p>	<p>Clerk to inform Chairman/Vice-Chairman. Report theft to police and Insurance company. Decide on immediate replacement. Report incident to Full Council.</p>	<p>Replace in accordance with current regulations.</p> <p>Longer term: Review procedures to ensure improvements.</p>
<p>Damage to Parish Office.</p>	<p>Maintain adequate insurance cover. Carry out risk assessments.</p>	<p>Clerk to inform insurance company. Clerk to inform police if necessary. Clerk to inform Chairman/Vice-Chairman. Council to be informed. Alternative work premises to be identified or Clerk, Assistant Clerk, RFO to work from home. Clerk to notify public of any closure of office (notices/website/social media). Redirection of LPC mail to alternative address</p>	<p>Review procedures to ensure improvements.</p> <p>Review Risk assessment.</p>

<p>Damage to Pavilion, Village Hall and/or Groundman's hut</p>	<p>Maintain adequate insurance cover.</p> <p>Carry out risk assessments.</p>	<p>Clerk to inform insurance company. Clerk to inform police if necessary. Clerk to inform Chairman/Vice Chairman and Chairman of Facilities Committee. Council to be informed. Clerk to inform users</p>	<p>Review procedures to ensure improvements.</p> <p>Review Risk Assessments.</p>
<p>Damage to LPC allotments, open spaces and play equipment</p>	<p>Maintain adequate insurance cover, where available and appropriate</p> <p>Carry out risk assessments</p>	<p>Clerk to inform insurance company, if appropriate, Clerk to inform police, if necessary. Clerk to inform Chairman / Vice Chairman and Chairman of Facilities Committee Council to be informed Health and Safety audit of play equipment and cordon off, as necessary / appropriate</p>	
<p>Damage to LPC meeting place</p>	<p>Maintain adequate insurance cover.</p> <p>Carry out risk assessments.</p> <p>Awareness of alternative meeting places.</p>	<p>Clerk to inform Chairman/Vice-Chairman and Chairman of Facilities Committee. Council to be informed. Clerk to inform public (notices/website/social media).</p>	<p>Review procedures to ensure improvements.</p> <p>Review risk assessments.</p>
<p>Local disaster</p>	<p>Maintain up to date risk assessments of all parish council property/liabilities. Maintain up to date contact detail list of Parish Councillors and staff, including next of kin. Maintain up to date list of emergency contacts. Awareness of District and County Council Disaster Planning and key contacts.</p>	<p>All members of Council, Clerk, Assistant Clerk, RFO and employees to be informed. Contact relevant emergency services if appropriate. Call Extra-ordinary Meeting of Council to discuss position and any necessary action.</p>	<p>Review procedures to ensure improvements.</p> <p>Review risk assessments.</p>

The Clerk is the first point of contact for all emergencies and business continuity actions, or in their absence the Assistant Clerk.

If neither the Clerk or the Assistant Clerk is available, the Chairman, or in the absence of the Chairman the Vice-Chairman or a member of the Parish Council nominated by the Chairman or Vice-Chairman shall implement the actions,

Review of plan

The Business Continuity Plan will be reviewed on an annual basis by Full Council and a copy given to all parish councillors.

Adopted by LPC on 7th October 2019.

To be reviewed in 2020.

BUSINESS CONTINUITY PLAN EMERGENCY CONTACTS: External as at 7th October 2019

ISSUE	COMPANY	CONTACT DETAILS
Fallen trees	HCC / EHDC	0300 555 1375 01730 266551
Emergency Repairs to Play Equipment	Groundsman / LPC	01730 892823
Roads, Pavements, Street Signs etc	Hampshire County Council	0300 555 1375
Police / Fire Service / Ambulance	Hampshire Police/Fire/Ambulance Service	Emergency – 999 Non-emergency - 101
Death of Employees whilst on Council Business	HSE Health & Safety Executive	0845 345 0055 www.hse.gov.uk
Waste Collection / FlyTipping	EHDC	01730 266551
Abandoned Vehicles	EHDC	01730 266551
Gas	British Gas	0800 111 999
Electricity	Electricity Emergency Centre	105 www.powercut105.com
Water / Sewerage	Southern Water	0330 303 0368
Flooding	Environment Agency Flood Line	0345 988 1188
Pollution	EA Pollution Hotline	0800 80 70 60
Animals	RSPCA	0990 555999
Computer Systems	Vision ICT	01392 669497