



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:

- Parish Council Office
- Employed staff to carry out LPC functions
- 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
- Allotment gardens at six sites within the parish
- Village keeper services around the parish (including litter picking and Lengthsman duties) and grounds maintenance of LPC owned land
- Noticeboards, litter bins, dog waste bags and bins
- LPC website and maintaining a presence on relevant social media sites
- Managing the finances of LPC and using the precept to benefit 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 locations within 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.
Loss of RFO due to death, illness, incapacity or resignation/dismissal	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.	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 RFO. Longer term: Review procedures to ensure minimal impact from loss.

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY
<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. 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. 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. 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.</p>	<p>Review procedures to ensure improvements. Review Risk assessment.</p>

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY
		<p>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>Damage to Pavilion, Village Hall and/or Groundman's hut</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 and Chairman of Facilities Committee. Council to be informed. Clerk to inform users</p>	<p>Review procedures to ensure improvements. Review Risk Assessments.</p>
<p>Damage to LPC allotments, open spaces and play equipment</p>	<p>Maintain adequate insurance cover, where available and appropriate 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>Review procedures to ensure improvements. Review Risk Assessments.</p>
<p>Damage to LPC meeting place</p>	<p>Maintain adequate insurance cover. Carry out risk assessments. 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. 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</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. Review risk assessments.</p>

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY
	Disaster Planning and key contacts.		

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 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 actions,

BUSINESS CONTINUITY PLAN EXTERNAL EMERGENCY CONTACTS:

ISSUE	COMPANY	CONTACT DETAILS
Fallen trees	Hampshire County Council East Hampshire District Council	0300 555 1388 01730 266551
Emergency Repairs to Play Equipment	Groundsman / LPC	01730 892823
Roads, Pavements, Street Signs etc	Hampshire County Council	0300 555 1375
Fire Ambulance Police	Police / Fire / Ambulance Service Police Community Support Officer	Emergency – 999 Non-emergency – 101 PCSO – John Payne
Death of Employees whilst on Council Business	Health & Safety Executive	0845 345 0055 www.hse.gov.uk
Waste Collection / Fly-tipping	East Hampshire District Council	01730 266551 https://my.easthants.gov.uk/
Abandoned Vehicles on public land	East Hampshire District Council	01730 266551 https://my.easthants.gov.uk/
Gas	National Grid Emergency Hotline	0800 111 999
Electricity	Electricity network operator to report power outage or damaged overhead electric lines or substations	105 www.powercut105.com
Water / Sewerage	Southern Water Emergency report a leak	0330 303 0368
Flooding	Environment Agency Floodline	0345 988 1188
Pollution	Environment Agency Pollution Hotline	0800 80 70 60
Animals	RSPCA	0990 555 999
Parish Office Computer Systems	Vision ICT	01392 669 497

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 9th December 2020

To be reviewed in 2021