**NARBOROUGH PARISH COUNCIL**

**BUSINESS CONTINUITY PLAN**

Adopted 1st March 2021

Reviewed 10th May 2023

# 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 a 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:

* Village maintenance
* Website and Notice board information
* Provision and Maintenance of the Recreation ground and the Community Centre as per the Trust Deed dated the 21/09/1984 by the Parish Council.
* Street lighting
* Maintenance of three Bus Shelters in the Village
* Full range of Parish Council services
* The Maintenance of Church Graveyard and trees within.
* The maintenance of the Community response plan and utilizing the Community Centre as an emergency rest centre.

The PC does not operate from an office or have any specific premises necessary for the discharge of its responsibilities.

# Risks which could invoke the Business Continuity Plan

National Disasters/Weather Related Problems

* Fire
* Flood
* Or Worse

Failures

* Equipment
* Services

Losses

* + Staff/Councillors through resignation
  + Staff/Councillors through death
  + Staff/Councillors through long-term injury/sickness
  + Staff/Councillors through death or serious injury whilst working for the Council
  + Clerk through death, long-term injury/sickness
  + Equipment theft breakage or major damage
  + Loss of Council records through theft, fire or corruption of files
  + Loss of residents through major incident involving MOD aircraft

The Clerk is the first point of contact for all emergencies and business continuity actions.

The Clerk is to implement all business continuity actions except for the “Clerk not available” actions.

If the Clerk is not available and urgent action is required the Chair, Deputy Chair or a Member(s) of the Parish Council nominated by the Chair, shall implement all business continuity actions.

If the Clerk is not 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 “Clerk not available” actions.

# Review of plan

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

* The Clerk to check that all the contact details are current and correct.
* Narborough Parish Council to consider whether the critical activities, key risks and contingency plan actions are comprehensive and sufficient.
* An updated Business Continuity Plan to be given to every member.

# Council Contacts

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| --- | --- | --- | --- |
| **Position** | **Name** | **Address** | **Telephone/Email** |
| Chairman | David Williams | 4 Eastfields  Narborough  King’s Lynn  PE32 1SS | 01760 338810  07796 454049  [dave646@hotmail.com](mailto:dave646@hotmail.com) |
| Vice Chairman | Peter Wilkinson | 40 Old Vicarage Park  Narborough  King’s Lynn  PE32 1TQ | 01760 338819  [peter.wilkinson@gmail.com](mailto:peter.wilkinson@gmail.com) |
| Councillor | Steve Davey | 87 Eastfields  Narborough  King’s Lynn  PE32 1SS | 01760 337689  [sdavey3@hotmail.co.uk](mailto:sdavey3@hotmail.co.uk) |

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| --- | --- | --- | --- |
| Councillor | Sarah Greeno | 8 Booth Close  Narborough  King’s Lynn  PE32 1XP | 07798 517872  [sarahgreeno@outlook.com](mailto:sarahgreeno@outlook.com) |
| Councillor | Helen Pipe | 38 Westfields  Meadow Road  Narborough  King’s Lynn  PE32 1SX | 01760 339828  [nellie\_knight@hotmail.com](mailto:nellie_knight@hotmail.com) |
| Councillor | Jonathan Reynolds | 54 Westfields  Meadow Road  Narborough  King’s Lynn  PE32 1SX | 01760 337920  [jonathan.j.n.reynolds@outlook.com](mailto:jonathan.j.j.reynolds@outlook.com) |
| Parish Clerk | Sara Porter | The Old School House  High Street  Stoke Ferry  King’s Lynn  PE33 9SF | 01366 502165  07710 171504  narboroughpcnorfolk@hotmail.com |

# Emergency Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact for** | **Name** | **Company** | **Contact Details** |
| Trees Fallen or Dangerous | Highways | Norfolk County Council Highways | 0344 800 8020 |
| Play Equipment Broken or Dangerous | Caretaker | Narborough Community Centre | 07879 582675 |
| Street Furniture Broken or Dangerous | Parish Clerk | Narborough Parish Council | As contact list |
| Roads, Pavements, Street Signs, Etc | Highways | Norfolk County Council Highways | 0344 800 8020 |
| Streetlights | Parish Clerk | Narborough Parish Council | As contact list |
| Waste Disposal, Fly Tipping, Dead Animals, Syringes | Environmental Officer | Breckland District Council | 01362 656870 |
| Death of an Employee Whilst on Council Business | RIDDOR | Health & Safety Executive (HSE) | 0845 300 9923  or email  via www.hse.gov.uk |
| Norfolk Constabulary | Safer Neighbourhood Team | Swaffham SNT | Non-emergency 101  or email  sntswaffham@norfolk.pnn.police.uk  Emergency 999 |
| Gas Emergencies | National Grid |  | 0800 111 999 |
| Electrical Emergencies | UK Power Networks |  | 0800 783 8838 |
| Water Supply, Sewerage Service Emergencies, Reporting a Leak | Anglian Water | 24 hours a day, 7 days a week | 08457 145145  0800 771881 |
| St Nicholas Church |  |  |  |
| Norfolk County Council | County Hall | Norwich | 0344 800 8020 |
| Breckland District Council | Council Offices | Elizabeth House  Dereham | 01362 656870  Out of hours 01522 782246 |

# Narborough Parish Council Business Recovery Map

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| --- | --- | --- | --- | --- |
| ***TIMELINE*** | ***24 HOURS*** | ***WITHIN 7 DAYS*** | ***WITHIN 1 MONTH*** | ***WITHIN 3 MONTHS*** |
| **Recovery Steps Area** | **Immediate Response & Actions** | **Management Response** | **BUSINESS CONTINUITY** **Rebuild Confidence** | |
| Loss of Clerk due to sudden/long-term illness, incapacity, or death | Inform Chair Inform Members | A nominated councillor agreed by the Parish Council at the May meeting will take over as emergency cover | Report to Full Council  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 Clerk & Chair Inform HSE | Decide on temporary cover strategy 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) | Inform all remaining members of Council/Clerk/Employees  Inform Breckland District Council Monitoring Officer | Decide on temporary working strategy for immediate.  Council business | Instigate bye-election procedure/co-option.  procedure as advised by  Breckland District Council | Review position and procedure for improvements |
| Loss of Clerk/staff members due to resignation or dismissal | Inform Clerk & Chair Inform Members | 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 & 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 backup files on temporary 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 disaster | Inform all members of Council  Clerk to enact the Councils Disaster / Emergency protocol | Review position | Call Extra-ordinary Meeting of Council to discuss position and any necessary action | Review position and procedure for improvements |