

Business Continuity Plan

May 2021

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 Hurstpierpoint & Sayers Common Parish Council's ("H&SCPC") 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 H&SCPC.

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 H&SCPC's area of responsibility.

Core Business of Hurstpierpoint & Sayers Common Parish Council

The parish council provides local services to its electorate and has responsibility for the following areas:

- Streetlights – installation, maintenance and repair of parish owned streetlights
- Recreation Grounds and Play areas – improvements, inspections and maintenance of South Avenue recreation ground (Hurstpierpoint) and Reeds Lane recreation ground (Sayers Common)
- Hurst Meadows – improvements, projects, maintenance and upkeep of 50 acres of countryside open space and ancient woodland
- Community Buildings – bookings and day to day management of Court Bushes Community Hub and Hurstpierpoint Village Centre
- Communal spaces – village garden and war memorial garden on Hurstpierpoint High Street
- Albourne Road Allotments – tenancies, maintenance and upkeep of allotment site – alongside the Allotment Association
- Cemetery – responsibility for maintenance, sale of plots and burials at South Avenue cemetery and upkeep of Lower Churchyard at Holy Trinity Church
- Street Furniture – installation maintenance and repair of village gateways and bus shelters
- Waste Collections – general waste bin and dog waste collections within and around the parish
- Public Conveniences – operation of Pit Road and Trinity Road toilets
- Planning – development of neighbourhood plan and consultee recommendations on all planning applications within the Parish
- Emergency Planning – developing and implementing severe weather and other emergency plans
- Community grants – supporting local groups and good causes by awarding grants
- The parish council office employed staff to carry out HPPSCPC functions
- Managing the finances of H&SCPC and using the precept for the benefit 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

Potential causes of disruption include:

- Disasters and weather related problems, including:
 - fire
 - storms
 - flood
 - snow
 - actions by other parties
 - terrorism
- Vandalism or damage to HPPSCPC property
- Failures
 - equipment due to failure, breakage or theft
 - utilities and infrastructure providers
 - public services
- Losses of:
 - staff and councillors through death, illness, injury or resignation whilst on or off HPPSCPC duties, which in the case of councillors may leave the parish council inquorate
 - equipment through theft breakage or major damage
 - HPPSCPC records through theft, fire or corruption of files

Business Continuity Plan

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
Loss of Clerk/assistant Clerks 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. Clerk aware of, or assistant clerks trained in, key duties	Inform Chairman and Vice Chairman who will inform Council. Chairman to inform HSE if necessary.	Recruit temporary replacement/locum. Recruit permanent/assistant clerk	Review procedures to ensure minimal impact from loss
Loss of other members of staff due to death or serious injury whilst carrying out parish council duties OR Prolonged absence or resignation or dismissal of staff	Knowledge of duties with regard to Health & Safety Knowledge of duties with regard to employment law and staff supervision	Inform Clerk and Chairman/Vice Chairman who will inform Council. Clerk to inform HSE/Insurers/relevant third parties as appropriate	Recruit temporary replacement. Recruit permanent replacement	Review procedures to ensure minimal impact from loss
Loss of councillors due to multiple resignations	Co-option of Councillors from waiting list/reserves by MSDC, if necessary	Clerk to inform remaining Councillors and employees of the Council. Clerk to inform MSDC electoral service	MSDC to decide on temporary working strategy for council business. By-election or co-option procedure to be instigated	Parish Council to review procedure for recruitment of Councillors
Loss of Council documents due to fire, flood or other causes	Scan important documents and keep and electronic copy and back up. Back up in Cloud or at third party premises.	Clerk to inform Chairman/Vice Chairman. Retrieve last back-up. Inform insurers. Report incident to full council	Review procedures to ensure improvements and security	

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
Loss of Council equipment or electronic data due to theft, fault or breakdown	Back-up of computers. Regular risk assessments including security reviews	Clerk to inform Chairman/Vice Chairman. Report theft to police and insurers. Decide on immediate replacement. Report incident to full council	Replace in accordance with current regulations.	Review procedures to ensure improvements
Damage to buildings, allotments, open spaces and play equipment	Maintain adequate insurance cover. Carry out risk assessments	Clerk to inform Chairman/Vice Chairman and users. Inform police if necessary and insurers. Report incident to full council. Alternative premises to be identified. In regard to parish office, clerk and assistant clerks to work from home. Clerk to notify public of any closure. Redirection of mail to alternative address. Health and Safety audit of play equipment and cordon off.	Review procedures to ensure improvements. Review risk assessments	
Local disaster	Maintain up to date risk assessments of all parish council property/liabilities. Maintain up to date contact detail list of councillors and staff including next of kin. Maintain up to date emergency plan.	All members of council and employees to be informed. Contact relevant emergency services as appropriate. Call extra-ordinary meeting of council to discuss position	Review procedures to ensure improvements. Review risk assessments	

	Awareness of MSDC and WSCC disaster planning and key contacts	and any necessary action.		
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The Clerk is the first point of contact for all emergencies and business continuity actions, or in their absence the Assistant Clerks. If neither the Clerk or the Assistant Clerks are 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 in May by full Council and a copy given to all Parish Councillors.