

# **PILL & EASTON-IN-GORDANO PARISH COUNCIL**

## **BUSINESS CONTINUITY PLAN**

### **1. Introduction**

Pill & Easton-in-Gordano is a parish lying within North Somerset with an electorate of approximately 4,000 and a population of approximately 6,000. The Parish Council (PC) consists of up to 15 unpaid Councillors (elected or co-opted) and one permanent staff: the Clerk to the Council. The PC office is located in the Resource Centre in Baltic Place, Pill.

The Council holds that its central purpose is to use the resources that are available to it to maintain, and where possible improve, the quality of life of people in the parish. To this end, it fulfils a number of responsibilities, principally:

- Setting the Parish Precept
- Managing the Parish Budget
- Consulting with the relevant bodies, including North Somerset Council (NSC), on the maintenance, repair and improvement of highways, drainage, footpaths, public transport, and street cleaning
- Scrutinising Planning Applications and providing recommendations to NSC Planning Department
- Managing Public Open Space where the PC is owner and/or landlord and initiating projects for the maintenance and repair of parish facilities, such as the playing fields, playgrounds and street furniture etc.
- Monitoring, reporting and maintaining condition of street lighting, where this is not the responsibility of NSC
- Working with local Police and NSC Officers on matters of crime, security, and traffic

In addition, the Council financially supports the work of a number of bodies that provide other services to the parish.

### **2. Core Business of the Council**

The Council oversees the provision/maintenance of a number of services to the local community including:

- Website and Noticeboard information
- Provision of recreation grounds with childrens' play areas
- Signs, benches, some litter bins, dog bins, some street lighting (NSC is responsible for the lighting on the main road through the village)

### **3. Scope**

This plan provides a framework 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 changes to service delivery.

### **4. Risks which could invoke the Business Continuity Plan**

#### ○ Disasters/Weather Related Problems

- Fire
- Flood
- Storm

#### ○ Failures

- Equipment
- Services

○ Losses

- Staff/Councillors through resignation
- Staff/Councillors through death
- Staff/Councillors through long-term injury/sickness
- Equipment theft, breakage or major damage
- Loss of Council records through theft, fire or corruption of electronic (computer) files

Pandemics

COVID 19 has been an unprecedented event in our lives and has highlighted certain responsibilities for the Parish Council. In particular there has been a vital need for: -

Immediate implementation of emergency measures to ensure the PC can continue with its decision making.

Clear and rapid communication between the PC and North Somerset Authority.

Immediate agreement to allocate contingency funds from the PC budget to needs arising from the pandemic.

Effective and reliable communication via social media to convey information quickly and accurately to villagers.

Effective liaison with existing groups in the village to ensure the young and the vulnerable are identified and supported.

Positive listening to local services e.g. surgery, pharmacy, schools and shops about their needs and any assistance that is required.

Reinforcement of any important Government messages to ensure the safety of villagers.

Annual review of the above arrangements to ensure the village is ready in the event of another outbreak of the virus.

***In the event that the members of the Council with delegated executive authority (i.e. the Clerk, Chair and Vice-chair) were all incapacitated by a pandemic infection it would be expected that any other member of the Council could call a meeting (using appropriate technology) of those Councillors who remain unaffected to elect a temporary Chair and Vice-chair to oversee the implementation of the Business Continuity Plan and ensure the ongoing work of the Council.***

## 5. Pill & Easton-in-Gordano Parish Council Contact Details

Contact Details for the Parish Councillors and Parish Council Employees are shown at Annex A to this document.

Council website: [pillandeastoningordano.org](http://pillandeastoningordano.org)

**6. Primary Tasks - The PC's main activities are:**

- a. Delivery of Services to Pill & Easton-in-Gordano:

<b>Task</b>	<b>Key Inputs</b>
Grass & Hedge Cutting	Staff, equipment
Litter Removal	Staff

- b. Interfacing with the Public

<b>Task</b>	<b>Key Inputs</b>
Telephone contact	Telephone, Clerk
E-mail contact	Internet, PC, Clerk
Mail contact	Clerk

- c. Administering the Business of the PC

<b>Task</b>	<b>Key Inputs</b>
Pay wages/salaries	Records, Clerk
Pay bills	Records, Clerk
Produce accounts	Records, Clerk, PC

- d. Undertaking the Democratic Processes of the PC

<b>Task</b>	<b>Key Inputs</b>
Convene meetings	Clerk, Members
Make decisions	Members
Maintain and safeguard records	Clerk, Internal Auditor, Records

- e. Management of Changing Rooms

<b>Task</b>	<b>Key Inputs</b>
Cleaning	Football Clubs, Groundsman
Maintenance	Groundsman, Clerk
Accounts	Clerk, Records

- f. Proving an Interface with North Somerset Council

<b>Task</b>	<b>Key Inputs</b>
Enabling parishioners to contact key NSC Services	Clerk
Contacting relevant NSC officers over deficiencies in contractual services	Clerk

- g. Maintenance of, and Improvements to, Street Lighting

<b>Task</b>	<b>Key Inputs</b>
Dealing with providers of service (power company, maintenance contractors, Western Power Distribution)	Clerk
Arrange contracts for lighting enhancement	Clerk

## 7. Key Risks

The key risks to the primary activities of the PC, their likelihood of occurrence and the impact of the service loss are as follows:

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall risk</b>
Hedge cutting equipment not available	Medium	Low	Medium
Grounds staff not available	Low	Medium	Medium
Ham Green changing room not available	Low	Medium	Medium
Loss of telephone service	Low	High	Medium
Clerk not available	Low	High	Medium
Loss of internet service	Low	Medium	Medium
Records lost due to fire	Low	High	Medium
Records lost due to theft	Low	Low	Low
Records lost due to IT failure	Medium	High	High
Members unavailable to attend meetings so that quorum cannot be achieved	Low	High	Medium
Cleaner not available	Low	Medium	Medium
Cleaning equipment not available	Low	Low	Low

## 8. Business Continuity Actions

To address the risks key to critical activities the following business continuity actions are to be in place:

<b>Risk</b>	<b>Contingency action</b>
Hedge cutting equipment not available	List of suitable contractors and their contact details to be maintained and available. List of hedge cutting equipment hire firms and their contact details to be maintained and available.
Grounds staff not available	List of employment agencies that provide appropriate contract staff and their contact details to be maintained and available. List of suitable contractors and their contact details to be maintained and available.
Ham Green Pavilion changing room not available for use	Contact details of the hirers to be maintained in order to notify them if these facilities are not available.
Loss of landline telephone service	Mobile phone to be used. Message advising the public of the loss of this service to be posted on the Parish Council website.
Clerk not available (long term)	Contact the Society of Local Council Clerks for assistance in finding a locum Clerk (Tel: 01823 253646) Ensure some councillors are knowledgeable enough to provide short-term cover Maintain list of contact details for key services
Loss of internet service (BT)	Procure new internet service provider if the loss of service is likely to be protracted.
Records lost due to fire	Records to be kept in fireproof secure storage.
Records lost due to theft	Records to be kept in secure storage, in separate location to IT records.
Records lost due to IT failure	PC to be backed up monthly. Back up data to be kept in a separate location.
Members unavailable to attend meetings so that quorum cannot be achieved	In circumstances where approval for payments at the full council meeting is not possible, the Clerk can spend monies in accordance with the Financial Regulations.
Cleaner not available	Use Resource Centre Volunteers temporarily.
Cleaning equipment not available	Use alternative cleaning equipment, or purchase new items.
Chair and vice-chair not available for extended period	Ensure other councillors are able to fulfil role temporarily

The Clerk is to implement all business continuity actions with the exception of the "Clerk not available" actions.

If the Clerk is not available and urgent action is required the 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.

## 9. Emergency Situations

In the event that a local/regional emergency arises that eliminates all effective electronic communication the community will look to the Parish Council for guidance and support. In such a case, any Councillors who are able to should assemble as quickly as possible at the Resource Centre to agree on actions to be taken.

## 10. 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.
- The PC to consider whether the primary activities, key risks and contingency plan actions are comprehensive and sufficient.
- An updated Business Continuity Plan to be given to every member.

## 11. Emergency Contacts

Contact for	Name	Company/Location	Contact Details
Trees: Fallen/dangerous	North Somerset Council		01934 888802
Play Equipment: Broken/dangerous	Colin Lewis	G.B. Sport & Leisure	01934 628620
Street Furniture: Broken/dangerous	North Somerset Council		01934 888802
Roads, pavements, street signs, etc.	North Somerset Council		01934 888802
Waste disposal/Fly- tipping	North Somerset Council		01934 888802
PC Litter & Dog Bins	Kevin Weeks	K&E Property Maintenance	07973 691518
Death of an Employee whilst on Council business	Health & Safety Executive (HSE)		0845 300 9923 or email via <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
Avon and Somerset Constabulary	Pill Beat Officers		Emergency: 999 Non-emergency: 101
Gas Emergencies			0800 111 999
Electrical Emergencies		UK Power Networks	0800 783 8838
Wessex Water	Water supply & sewerage		0345 600 4 600
Bristol Water	Water Supply		0345 702 3797
Community Centre	Lesley Davey		01275 372745
Street lighting supply & maintenance	Centregreat Mark O'Brien	W-S-M	07384 547429
Ham Green Pavilion	Jason Parkhouse	All Football Clubs	07795 640640

## 12. Pill & Easton-in-Gordano Parish Council Business Recovery Map

<b><u>TIMELINE</u></b>	<b><u>24 HOURS</u></b>	<b><u>WITHIN 7 DAYS</u></b>	<b><u>WITHIN 1 MONTH</u></b>	<b><u>WITHIN 3 MONTHS</u></b>
<b>Recovery Steps Area</b>	<b>Immediate Response &amp; Actions</b>	<b>Management Response</b>	<b>BUSINESS CONTINUITY Rebuild Confidence</b>	
Loss of Clerk due to sudden /long-term illness, incapacity or death	Inform Chair	Decide on temporary cover strategy	Provide replacement and/or begin recruitment procedures	Review position and procedure for improvements
Loss of, or serious injury to, the staff whilst carrying out Council duties	Inform Chair & Clerk Inform HSE (if req'd)	Decide on temporary cover strategy and answer to the HSE (if req'd)	Provide replacement and/or begin recruitment procedures	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 NSC	Decide on temporary working strategy for immediate Council business	Instigate co-option procedure if necessary	Review position and procedure for improvements
Loss of Clerk/staff members due to resignation or dismissal	Inform Chair	Decide on temporary cover	Provide replacement and/or begin recruitment procedures	Review position and procedure for improvements
Chair and Vice-Chair Unavailable	Inform Clerk	Hold Extraordinary Meeting of Council to elect stand-in Chair & Vice-Chair		
Loss of Council documents due to fire	Inform Chair Inform Insurers	Set in train actions to obtain duplicate documents	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 USB from Chair Inform Insurers (if applicable) Inform police (if applicable)	Obtain temporary IT equipment as redid Install backup files on IT 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 Chair Report theft to police and Insurers	Decision on immediate replacement position	Report incident to Full Council Meeting Provide replacement equipment	Review position and procedure for improvements
Local disaster	Inform all members of Council/Clerk/ Employees Contact with relevant emergency services, if appropriate	Call Extra-ordinary Meeting of Council to discuss position and any necessary action		Review position and procedure for improvements

PILL AND EASTON-IN-GORDANO PARISH COUNCIL CONTACT DETAILS

<b>Position</b>	<b>Name</b>	<b>Address</b>	<b>Telephone/Email</b>
Councillor Chair of PC	Paul Kent	1 Oak Grove, Easton-in-Gordano, BS20 0LN	01275 372876 <a href="mailto:paulckent@hotmail.com">paulckent@hotmail.com</a>
Councillor Vice-Chair PC Chair – Finance	Bob Langton	30 Church Path Road, Pill, BS20 0EE	01275 373604 <a href="mailto:vovlangton@hotmail.com">vovlangton@hotmail.com</a>
Councillor and Ward Councillor	Don Davies	2 Star Lane, Pill, BS20 0AG	01275 375127 / 07900 097671 <a href="mailto:donald.davies@n-somerset.gov.uk">donald.davies@n-somerset.gov.uk</a>
Councillor	Nona Dawson	2a Priory Road, Easton-in-Gordano, BS20 0PA	01275 373206 <a href="mailto:nonadawson@btinternet.com">nonadawson@btinternet.com</a>
Councillor	Andy King	7 Avon Road, Pill, BS20 0BB	07792 137757 <a href="mailto:mitresking@gmail.com">mitresking@gmail.com</a>
Councillor	Bill Ovel	Larchwood, 16c Church Road Easton-in-Gordano, BS200PQ	01275 219360 <a href="mailto:bill.ovel@talktalk.net">bill.ovel@talktalk.net</a>
Councillor	Peter Stanley	Fern House, Upper Myrtle Hill, Pill, BS20 0AA	01275 371768 / 07859 931654 <a href="mailto:pandvstanley@btinternet.com">pandvstanley@btinternet.com</a>
Councillor	Cath Davies	3 Star Lane, Pill, BS20 0AG	07717 232675 <a href="mailto:footpaths.pillandeigparish@gmail.com">footpaths.pillandeigparish@gmail.com</a>
Councillor	Graham Hopkins	22 Lodway, Easton-in-Gordano, BS20 0DQ	07854 037010 <a href="mailto:ghopkins@gmail.com">ghopkins@gmail.com</a>
Councillor	Sue Adamson	54 The Breaches, Easton-in-Gordano, BS20 0LY	07792 804857 <a href="mailto:sue_adamson@hotmail.com">sue_adamson@hotmail.com</a>
Councillor	Trevor Wraith	9 Lodway Gardens, Pill, BS20 0AL	07767 807426 <a href="mailto:tw@beaumontwraith.com">tw@beaumontwraith.com</a>
Councillor	Tomas Rawlings		
Councillor	Ciaran O'Reilly	Hillview, Martcombe Road, Easton-in-Gordano, BS20 0QA	07894 844053 <a href="mailto:cj_oreilly@icloud.com2663">cj_oreilly@icloud.com2663</a>
Councillor	Rachel Harvey	15 Church Path Road, Pill, BS20 0EE	01275 371132/07942 713189 <a href="mailto:rachelharvey@btinternet.com">rachelharvey@btinternet.com</a>
Councillor	Kelly Challis	25 Church Path Road, Pill, BS20 0EE	07920 749079 <a href="mailto:challisteacher@gmail.com">challisteacher@gmail.com</a>
Clerk	Ms Julie Smart	The Resource Centre, 4 Baltic Place, Pill, BS20 0EJ	01275 374442 / 07968 794191 <a href="mailto:eigparish.council@btinternet.com">eigparish.council@btinternet.com</a>