

RETTENDON PARISH COUNCIL



BUSINESS CONTINGENCY PLAN (BCP)

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:-
- Maintenance of PC website and PC notice board information
- Bus shelters
- Recreation ground with children's play area maintenance
- Signs, benches, grit bins, dog bins and street lighting (in parts of the village)
- Funding a monthly newsletter
- Custodial trusteeship of Rettendon Memorial Hall
- Defibrillators
- Village Hall car park
- Footpaths

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 Continuity Plan

National disaster or Weather related problems

- Fire
- Flood
- Major air crash
- Or worse

Failures

- Main services to villages
- Main roads into the villages
- Theft/loss of equipment

Losses

- Clerk/Councillors through resignation

- Clerk/Councillors through death
- Clerk/Councillors through long-term injury/sickness
- Clerk/Councillors through death or serious injury whilst working for the Council
- Equipment theft, breakage or major damage
- Loss of Council records through theft, fire or corruption of files

Parish Council Contacts

Position	Name	Address	Telephone/Email
Chairman	Mark Fleming	Acorn Cottage Chalk Street Rettendon Common CM3 8DD	07879 495346 markflemingrpc@gmail.com
Vice Chairman	Tom Chapman	507 Hayes Park Burnham Road Battlesbridge SS11 7QT	07519 95967 thomas.chapman987@gmail.com
Councillor	Chris Cheater	33 East Hanningfield Rd Rettendon Common CM3 8EQ	07976 299061 christopher_cheater@hotmail.com
Councillor	Jacky Copsey	40 Meadow Road Rettendon CM3 8DU	01268 765357 jacky.copsey@btinternet.com
Councillor	Denise Fleming	Acorn Cottage Chalk Street Rettendon Common CM3 8DD	07834 863570 deniseflemingrpc@gmail.com
Councillor	Roy Hart	Toad Hall Battlesbridge SS11 8TZ	01268 768282 info@skee-tex.co.uk
Councillor	Glenys Jones	58 East Hanningfield Rd Rettendon Common CM3 8EN	07739 530611 glenyskjones@hotmail.co.uk
Councillor	Lance Millane	3, Caruthers Close, Runwell SS11 7EZ	07702 925769 lance.millane@chelmsford.co.uk
Councillor	Ray Ride	Ponders Runwell Road, Runwell SS11 7QJ.	07831 240934 raymond.ride@chelmsford.co.uk
Parish Clerk	Katherine Kane	10 Squirrels Field Colchester CO4 5YA	07811 254163 rettendonparishcouncil@outlook.com

Emergency Contacts

Contact for:	Name	Company/Location	Contact details
Waste disposal/Fly-tipping/dead animals/Syringes	Chelmsford City Council	Civic Centre CM1 1JE	01245 606606 www.chelmsford.gov.uk
Roads, pavements, street signs etc	Essex Highways	County Hall CM1 1QH	0345 603 7631 contact@essex.gov.uk
Trees: Fallen/dangerous	Chelmsford City Council	Civic Centre CM1 1JE	01245 606606 www.chelmsford.gov.uk
Play Equipment/MUGA broken/dangerous	Parish Clerk Katherine Kane	Rettendon Parish Council	07811 254163 rettendonparishcouncil@outlook.com
Street Furniture: broken/dangerous	Parish Clerk Katherine Kane	Rettendon Parish Council	07811 254163 rettendonparishcouncil@outlook.com
Street lighting (ECC responsibly)	Essex Highways	County Hall CM1 1QH	0345 603 7631 contact@essex.gov.uk
Street lighting (PC responsibly)	Parish Clerk Katherine Kane	Rettendon Parish Council	07811 254163 rettendonparishcouncil@outlook.com
Death of an Employee whilst on Council business	RIDDOR	Health & Safety Executive (HSE)	0345 300 9923 www.hse.gov.uk
Essex Constabulary	Essex Police	Chelmsford Police New street CM1 1NF	Emergency 999 Non emergency. 101 or 01245 491491 ChelmsfordandMaldonCPT@essex.pnn.police.uk
Gas Emergencies	National Grid	24 hours a day, 7 days a week	0800 111 999 www.nationalgrid.com
Electrical Emergencies	UK Power Networks	24 hours a day, 7 days a week	0800 31 63 105 www.ukpowernetworks.co.uk
Water Emergency	Essex & Suffolk Water	24 hours a day, 7 days a week	0800 526 337 www.eswater.co.uk
Anglian Water Sewerage		24 hours a day, 7 days a week	03457 145 145 www.anglianwater.co.uk
Chelmsford City Council	Council Offices	Civic Centre CM1 1JE	01245 606606 www.chelmsford.gov.uk

Essex County Council	Essex County Council	County Hall CM1 1QH	0345 603 7631 contact@essex.gov.uk
All Saints Church	Revd Richard Jordan	All Saints Church CM3 8DR	01268 766565 allsaints.rettendon.pcc@gmail.com
Battlesbridge Free Church	June Edwards	Battlesbridge Church SS11 7RF	01245 426122
Rettondon Village Hall	Dianne Francombe	N/A	01245 400297
Battlesbridge Church Hall	June Edwards	Battlesbridge Church SS11 7RF	01245 426122

Rettondon Parish Council Business Recovery Map

TIMELINE	24 HOURS	WITHIN 7 DAYS	WITHIN 1 MONTH	WITHIN 3 MONTHS
<u>Recovery Steps -></u> <u>Area</u>	Immediate Response & Actions	Management Response	BUSINESS CONTINUITY Rebuild Confidence	BUSINESS CONTINUITY Rebuild Confidence
Loss of Clerk due to sudden/long-term illness, incapacity or death	Inform Chairman Inform Councillors	Decide on temporary cover strategy	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 & Chairman Inform HSE	Decide on temporary cover strategy and answer to the Health & Safety Executive (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 ECC Monitoring Officer	Decide on temporary working strategy for immediate Council business	Instigate by-election procedure/co-option procedure as advised by ECC Monitoring Officer	Review position and procedure for improvements
Loss of Clerk due to resignation or dismissal	Inform Chairman Inform Councillors	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 & Chairman 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 Chairman 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 & Chairman 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 and Clerk Contact relevant emergency services, if appropriate	Review position	Call Extra-ordinary Meeting of Council to discuss position and any necessary action	Review position and procedure for improvements

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

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 Chairman, Vice Chairman 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 Chairman, 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
- RPC 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 councillor