

CHILBOLTON PARISH COUNCIL
BUSINESS CONTINUITY 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 the 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 procedure 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:

- Lengthsman services
- Website and noticeboards
- Allotments
- Common/Village Greens
- Recreational Play Area
- West Down Nature Reserve
- Maintenance of footpaths and bridleways
- Full range of Parish Council services

It is not considered that any of the ongoing services undertaken by the Parish Council would require an urgent response.

Risks – Which could invoke the Continuity Plan

Key risks to day to day operations of the Council are limited to equipment failure and the unavailability of the Clerk, Councillors and volunteers.

Other risks such as major disaster should be dealt with through the Council's Emergency Plan.

Council Contacts

Position	Name	Address	Tel Nos
Council Chair	Tony Ewer	Owls Roost Drove Rd Chilbolton SO20 6AB	01264 860486
Council Vice-chair	David Griffiths	Poplar Dene Chilbolton SO20 6BA	01264 860313
Clerk of the Council	Mandy Denyer	1 Dublin Farm Cottage Wherwell SP11 7JW	07514 670919

Other Key Contacts

Contact	Organisation	Telephone Number
Emergency Repairs to Play Equipment	Parish Council	07514 670919
Contaminated Land	Test Valley BC	01264 368000
Roads Pavements	Hampshire CC	0845 6035633
Dangerous Structures	Test Valley BC	01264 368000
Waste Collection Fly Tipping	Test Valley BC	01264 368000
Death of an employee or volunteer whilst on Council business	Health and Safety Executive	0845 3450055 or www.hse.gov.uk
Crime and Disorder	Andover Police Station	999 111 or 0845 0454545
Travellers on Council land	Test Valley BC	01264 368000

Timeline	Immediate response – 24 hours	Within 7 days	Longer Term 1-3 Months
Loss of availability of Clerk	Inform Chair	Decide on temporary arrangements if required	Review at PC meeting and determine approach
Loss or serious injury of staff member or volunteer acting on Council Business	Inform Chair Inform Health and Safety Executive	Inform all Parish Councillors	Report to next PC Meeting and commence review of procedures
Loss of important documents held on hard copy or electronically	Inform chair Retrieve originals or back up if possible	Install back up files on new equipment	Report to PC Meeting and review procedures
Loss of Council Equipment due to theft or breakdown	Report theft to Police Inform Chair/Clerk to report to insurers	If urgent replacement is necessary seek approval to purchase new	Report to next PC Meeting and commence review of procedures