

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 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 some notable ones:

- 3 children's play areas comprising of play equipment
- Skate Park, Southport Road with youth shelter
- Garden area at Greenside with seating
- Millennium Green
- Pavilion Greenside, changing room facility/building for football & bowling
- Football fields and bowling green at Greenside
- Lengthsman services all around the village involving 5 members of staff
- Website, quarterly newsletter, 12 noticeboards

Risks - Which could invoke the Continuity Plan

National Disasters/Weather Related Problems

- Fire
- Flood
- Pandemic
- Other

Failures

- Equipment
- Services

Losses

- Staff through resignation
- Staff through death
- Staff through long-term injury/sickness
- Staff through death or serious injury whilst working for the Council
- Equipment theft, breakage or major damage

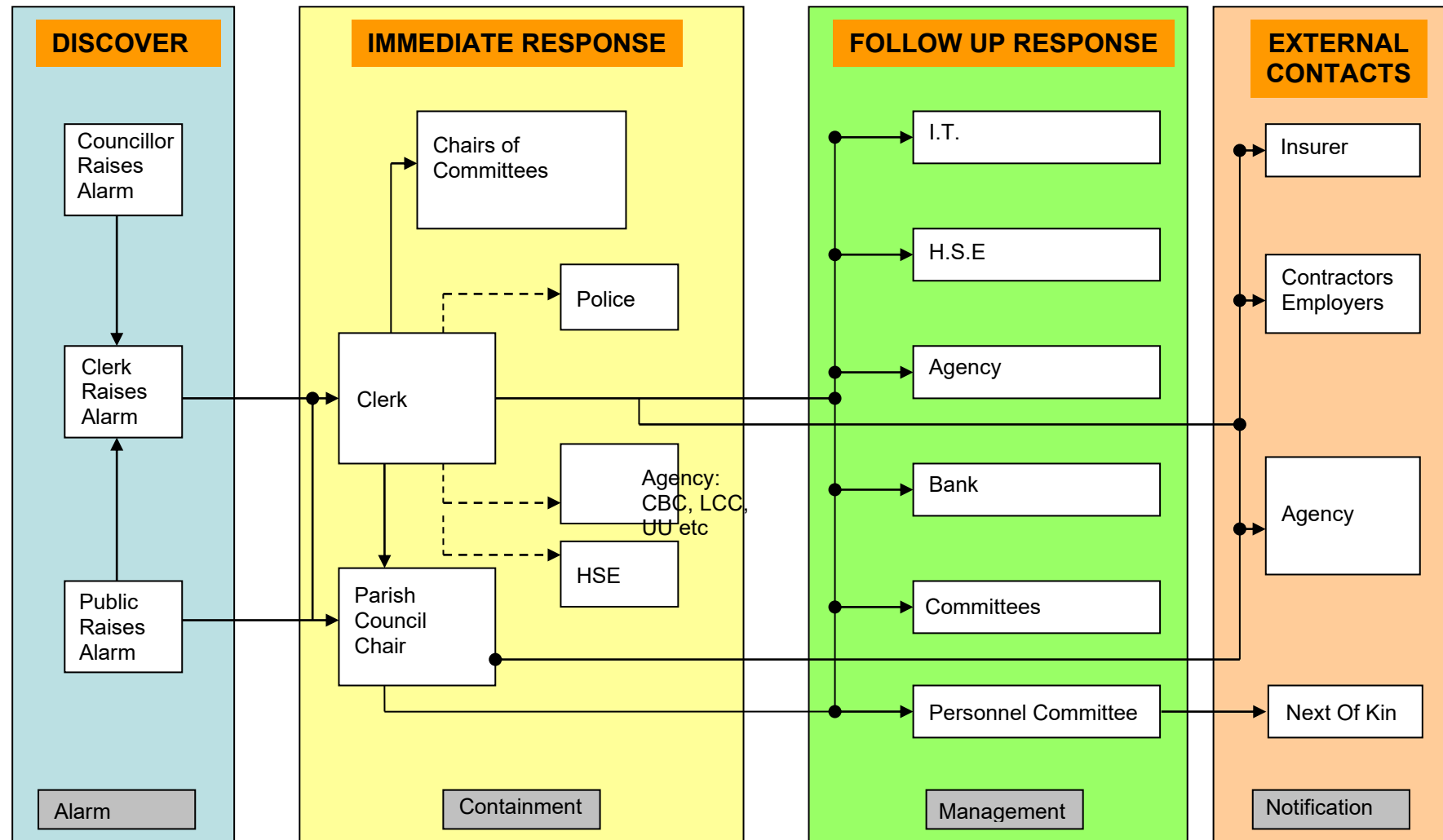
Euxton Parish Council

Outside Emergency Contacts

Contact For/Work	Name	Company/Location	Tel Nos
Trees fallen/broken	Streetscene	Chorley Borough Council	01257 515151 Main
Emergency repairs for play equipment or street furniture	Village Caretakers Streetscene	Service Group Bengal Street Chorley	
Major spillages		Lancashire highways/ Police	101
Roads, pavements, street signs etc	Lancashire County Council	Lancashire County Council	0300 123 6701 Main
Boarding up or emergency repairs to buildings		Lyndhurst Precision Engineering Limited	01257 267876
Waste or rubbish collections Fly-tipping	Waste Management Section	Chorley Borough Council	01257 515151 Main
Emergency ironmongery work, welding or re-setting of seats or posts		Lyndhurst Precision Engineering Limited	01257 267876
Death of an employee whilst on Council business	Health & Safety Executive (HSE)		0845 345 0055 Or Email through www.hse.gov.uk

Euxton Parish Council

Business Continuity Flow Guide



Euxton Parish Council

Recovery Map

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 or Deputy due to sudden or long-term illness, incapacity or death	Inform Chair Inform Personnel Committee	Decide on temporary cover strategy	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 Chair Inform Personnel Committee Inform HSE	Decide on temporary cover strategy and answer to the HSE	Process of recruitment or temporary cover period	
			Provide replacement	Review position and procedure for improvements
Loss of Clerk/Deputy (or member of staff) due to resignation or dismissal	Inform Chair Inform Personnel Committee	Decide on temporary cover strategy and/or begin recruitment procedures	Process of recruitment or temporary cover period	
			Provide replacement	Review position and procedure for improvements
Loss of 'important' Council documents due to fire	Inform Chair. Retrieve electronic copy from storage.	Review position	Report incident to Full Council Meeting	Review position and procedure for improvements
Loss of computer files due to fire, flood breakdown or theft	Inform Chair. Retrieve electronic copy from storage.	Install backup files on temporary or replacement equipment	Report incident to Full Council Meeting	Review position
Loss of Council equipment due to theft or breakdown	Report theft to police, Inform Chair, Inform Insurers Decide if equipment needs instant replacement	Full Council Meeting Consider Insurance claim Purchase new equipment	Review position	
Loss of a facility, such as the pavilion or play area, due to natural disaster, fire, major criminal activities	Inform emergency services Inform the Chair and Committee Chair Close or board off the area for public protection	Council consider the next stage if replacement is necessary and possible or can be made safe for later decision	Report incident to Full Council Meeting and consider options	Review position