

## **Data Protection**

The data contained in this document is for use in relation to this Plan only.

In order to comply with General Data Protection Regulations, the document must be held securely by those Members it is distributed to and disposed of in the correct manner when no longer required or the plan is updated.

Failure to comply, may result in disciplinary action being taken.

## **1 GENERAL INFORMATION**

### **Introduction**

This Plan has been designed to prepare Sourton Parish Council to cope with the effects of an emergency and continue to provide and maintain its services. This plan aims to minimise the effects of an incident which may affect the provision of Council services and to restore the highest possible levels of service in the shortest possible time.

It is intended that this document will provide the basis for a relatively quick and painless return to “business as usual” regardless of the cause.

### **Review**

The Plan will be reviewed at least annually by the Council.

### **Aim, Objectives, and Distribution of the Plan**

#### Aim

The aim of the Plan is to increase the Council’s resilience and minimise wherever possible the risk of disruption to the delivery of Council services. The Plan addresses the timely reinstatement of critical services by providing guidance and action plans for staff tasked with implementing the process.

#### Objectives

- To develop and maintain a process which regularly reviews, updates and tests the overall plan.
- To ensure staff are involved in the preparation and maintenance of the Plan, so that there is an effective and consistent response to service continuity planning.
- To mobilise the organisational actions required to manage recovery.
- To ensure control is established in the critical early stages following an incident which affects the delivery of the Council’s services.
- To restore and maintain services provided as soon as possible.

#### Distribution

A Master copy of the Plan will be held securely by the Clerk and all members of the council will personally hold a copy in a secure location at their home address.

## **2 IMPLEMENTATION**

The Plan should only be implemented in the event of an incident which causes or for which there is a high risk of disruption of the ability to deliver Council services. The following stages **must** be followed:

### **Stage 1 – Escalation**

During normal hours and out of hours, the person receiving information of an incident or potential incident must alert the Clerk.

When informed of the incident or potential incident the Clerk, will inform some, or all of the following as required:

- Chair
- Deputy Chair

If necessary, the rest of the council will be notified.

### **Stage 2 – Activation**

Decision is made by the Clerk to contact the chair and vice chair to evaluate the situation and agree the actions to be taken. In the event the Clerk is unavailable the chair in conjunction with the deputy chair will take this action.

### **Stage 3 – Evaluation**

It is recognised that whilst any major disruption or emergency is likely to affect the Council's overall service, it may impact differently on the ability of individual services to function and maintain their effectiveness.

Following an incident, it will be necessary at an early stage to assess the overall impact on the delivery of services. The evaluation will be the responsibility of the EC, in conjunction with any other persons as may be felt necessary. A checklist is attached at Appendix A.

### **Stage 4 – Invocation**

The decision to invoke the Plan will be made by the clerk, chair and vice chair and will be based upon the evaluation at Stage 3. It may be necessary at this stage for the clerk to work from another location.

#### Flooding

Should the nature of the emergency be the major flooding of the parish all available councillors may be called upon to assist with the moving of files and items to an alternative location, should it be risk assessed safe to do so.

#### Fire

In the event of a fire in the clerks home a back up storage location for paper work and hardware will be needed if it is safe for them to be removed. Clerk to rely on advice from the fire service on this.

#### Pandemic or Health Emergency

In the event of a pandemic or health emergency, the advice of the government will be followed.

Such an event could result in high levels of councillor sickness, potentially resulting in meetings being inquorate or services being unable to be provided.

To minimise the risks the clerk will continue to work from home and council meetings will take place virtually if legislation permits. To ensure that services can continue to run delegated powers will be given to the Clerk.

**Business Continuity Plan  
Stage 3 – Evaluation Checklist**

The following check list should be used as a guide to evaluate the extent of the damage and potential consequences of the incident.

<b>Consideration</b>	<b>Comments</b>
Identify which services or functions are affected and the level of disruption, or potential disruption	
Consider staff availability	
Are any staff displaced, or likely to be displaced, and require alternative working arrangements?	
Access damage, or likely damage, or disruption to IT equipment and systems	
What other equipment is lost or damaged?	
Can functions continue from the usual location?	
What affect will there be on delivery of the Council's services?	

**Business Continuity Plan  
Incident Log Sheet**

**Name:**

**Date:**

<b>Incident Details</b>
<b>Location</b>
<b>Who and What Council Service Areas are Affected</b>
<b>Information, Decisions and Actions (including times)</b>

**Business Continuity Plan  
Personal Log Sheet**

**Name:**

<b>Date</b>	<b>Time</b>	<b>Event Details</b>

**Business Continuity Plan  
Contact Details and Keyholders (Staff/Councillors)**

**CONFIDENTIAL**

Included are the personal contact details of members of staff and councillors, which must only be used in the event of an emergency and in relation to this plan. These details must not be disclosed to any other persons except with the direct approval of that individual, failure to comply with this will be in contravention of the General Data Protection Regulations and may result in disciplinary action being taken.

**Staff Personal Contact Details**

Name	Email	Home Tel/ Mobile	Work
Abi Horn	<a href="mailto:parishclerk@sourtonpc.org.uk">parishclerk@sourtonpc.org.uk</a>	07792958675	0183753179 (OTC Mon-Thurs)

**Councillors Contact Details**

Name	Role	Home Tel	Mobile
Sam Firth	Chair		
Sue Eberle	Vice Chair		
Danielle Firth			
Kate Jefferies			
Alan Jewell			

**Business Continuity Plan  
Suppliers Contact Details**

Emergency	Supplier	Contact Number
Police/Fire/Ambulance etc		999 or 112
Electricity	Western Power	0800 6783105 or 105
Flooding	Environment Agency	0800 807060
Gas Leak	National Gas Emergency Helpline	0800 111 999
Water Leak	South West Water	0344 346 2020

Devon County Council:                   Emergencies (out of hours)  
   Social Services: 0345 600 0388 or 0845 600 0388  
   Highways: 0345 155 1008  
   Animal welfare, petrol and explosives: 01392 499499  
   General enquiries  
   0345 155 1015 or 0845 155 1015  
   Email: [customer@devon.gov.uk](mailto:customer@devon.gov.uk)

West Devon Borough Council:   General Enquiries  
   01822 813600  
   Emergencies (out of hours)  
   0800 1694217