



BUSINESS CONTINUITY PLAN

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:

- Village maintenance
- Website and Notice board information
- Provision and Maintenance of the Recreation ground as per the Lease dated 05/12/2007 and the Village Hall as per the Lease dated 03/08/2010 by the Parish Council.
- Street lighting
- Maintenance of Bus Shelters in the Village
- Full range of Parish Council services

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 Business Continuity Plan

National Disasters/Weather-Related Problems

- Fire
- Flood
- Or Worse

Failures

- Equipment
- Services

Losses

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

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

The Clerk is to implement all business continuity actions except for the "Clerk not available" actions.



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If the Clerk is not available and urgent action is required, the Chair, Vice 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.

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.
- Winterton on Sea Parish Council 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 member.

Council Contacts

Position	Name	Telephone/Email
Chairman	Mark Bobby	01493 393877 cllr.mark.bobby@gmail.com
Vice Chairperson	Liam McMahan	07810 834941 cllrliammcmahan@gmail.com
Councillor	Marina Carr	07956 206258 cllrmarinacarr@gmail.com
Councillor	Dawn Clegg	07748 597647 cllrclegg@gmail.com
Councillor	John Smithson	07927 173899 mrjohnsmithson@gmail.com
Councillor	Richard Henwood	07912 854442 cllr.r.henwood@gmail.com
Councillor	Emma Punchard	07900 376462 cllrpunchard@gmail.com
Councillor	Nigel Coe	07713 654546 cllr.nigel.coe@gmail.com
Councillor	Vacant	
Parish Clerk	Jolene Towne	07918 978921 clerkwinterton@gmail.com



Winterton On Sea Parish Council

Emergency Contacts

Contact for	Name	Company	Contact Details
Trees Fallen or Dangerous	Highways	Norfolk County Council Highways	0344 800 8020
Play Equipment Broken or Dangerous	Property & Asset Management	Great Yarmouth Borough Council	01493 846614
Street Furniture Broken or Dangerous	Parish Clerk	Winterton on Sea Parish Council	As contact list
Roads, Pavements, Street Signs, Etc	Highways	Norfolk County Council Highways	0344 800 8020
Streetlights	Repairs	Great Yarmouth Borough Council	GYBC/NCC Tel: 01493 742194 for Great Yarmouth or 0344 800 8008
Waste Disposal, Fly Tipping, Dead Animals, Syringes	Environmental Officer	Great Yarmouth Borough Council	01493 846478
Death of an Employee Whilst on Council Business	RIDDOR	Health & Safety Executive (HSE)	0845 300 9923 via www.hse.gov.uk
Norfolk Constabulary	Safer Neighbourhood Team	Norfolk Constabulary	Non-emergency 101 email: SNTGY@NORFOLK.PNN.POLICE.UK Emergency 999
Electrical Emergencies	UK Power Networks	NB: 24 hours a day, 7 days a week	0800 3163105
Water Supply, Sewerage Service Emergencies, Reporting a Leak	Anglian Water	NB: 24 hours a day, 7 days a week	08457 145145
Norfolk County Council	County Hall	Norwich	0344 800 8020



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Contact for	Name	Company	Contact Details
Great Yarmouth Borough Council	Council Offices	Hall Plain, Great Yarmouth NR30 2QF	01493 856100



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Winterton on Sea Parish Council Business 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 due to sudden/long-term illness, incapacity, or death	Inform Chair Inform Members	A nominated councillor agreed by the Parish Council at the May meeting will take over as emergency cover	Report to Full Council Provide replacement and/or begin recruitment procedures	Review position and procedure for improvements
Loss or serious injury to a member of staff whilst carrying out Council duties	Inform Clerk & Chair Inform HSE	Decide on a temporary cover strategy and answer to the HSE	Report to Full Council Provide replacement and/or begin the 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 Great Yarmouth Borough Council Monitoring Officer	Decide on a temporary working strategy for immediate. Council business	Instigate the by-election procedure/co-option. Procedure as advised by Great Yarmouth Borough Council	Review position and procedure for improvements
Loss of Clerk/staff members due to resignation or dismissal	Inform Clerk & Chair Inform Members	Decide on temporary cover	Process of recruitment or temporary cover period Provide replacement	Review position and procedure for improvements



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TIMELINE	24 HOURS	WITHIN 7 DAYS	WITHIN 1 MONTH	WITHIN 3 MONTHS
Loss of Council documents due to fire	Inform Clerk & Chair 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 Chair 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 & Chair 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. Clerk to enact the Councils Disaster / Emergency protocol	Review position	Call Extra-ordinary Meeting of Council to discuss position and any necessary action	Review position and procedure for improvements

Adopted: 31/07/24

Review Date: July 2025