

ROTHERWICK PARISH COUNCIL BUSINESS CONTINUITY PLAN

The Policy was adopted by the Council at its EGM meeting held on the 23 March 2020, Agenda Item 143/19 (a).

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.

The 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 objections, 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 Service to its electorate which includes the provision of:

- Website and Noticeboards
- A range of Parish Council Services

Risks which could invoke the Continuity Plan

1. Natural Disasters/Weather Related Problems

- Fire
- Snow
- Flood

2. 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

3. Failures

- Equipment
- Services

Items listed above are not exhaustive.

COUNCIL CONTACTS

Position	Name	Address	Contact Details
Chair	Lucy Bardwell		07970 252311
Vice Chair	Rachel Johnson	2 Browns Farm Cottage, Malthouse Lane, Heckfield, Hook, Hampshire RG27 0LP	07900 800523
Clerk	Susan Richardson	7 Unwin Close, Sheldon Reach, Hook, Hampshire RG27 9FL	07792 463611
RFO (Responsible Finance Officer)	Susan Richardson	As Above	As Above

EMERGENCY CONTACTS

Contact for Work	Company	
Trees fallen, broken obstructing the highways	Hampshire County Council	Infrastructure@hants.gov.uk
Roads, pavements, streetlights, potholes	Hampshire County Council	https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes
Fly Tipping	Hart District Council	Customer.services@hart.gov.uk or http://hart.fixmystreet.com
Local District Council	Hart District Council	01252 622122 enquiries@hart.gov.uk
County Council	Hampshire County Council	www.hants.gov.uk you can then find the relevant areas for further contact details.

All links to the above can be found on the Parish website www.rotherwick.org.uk

Email the Clerk at clerk@rotherwick.org.uk rather than reporting directly, if preferred, or you require any additional help.

You can contact the Clerk at any time during periods of the implementation of the RPC Business Continuity Plan.

Parish Mobile No. 07518 100314 or

Personal Mobile No. 07792 463611 or Home No. 01256 761099.