

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 Parish 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 handyman services around the village including maintenance of the PC's assets and gardening projects
- Website and Notice board information
- Children's play area
- Sports field, Tennis Club and Allotment – lease management
- Signs, benches, bus shelters, footbridges, including maintenance
- Grass cutting and tree maintenance – PC owned areas only

Risks which could invoke the BCP

- 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
 - Equipment theft, breakage or major damage
 - Loss of Council records through theft, fire or corruption of files
- Dissolution of the Village Hall Trust with reference to the Millennium Hall only
 - Management of the Millennium Hall for which the PC is Custodian Trustee

Broomhaugh & Riding Parish Council: Business Continuity Plan (BCP)

Council Contacts

Position	Name	Address	Telephone/Email
Chairman	Andy Dunhill	The School House Church Lane NE44 6DS	01434 682018 07766 256758
Vice Chair	Brian Singer	1-2 Eastview Broomhaugh NE44 6EB	01434 682408
Councillor	Jill Mills	Whiteacre Broomhaugh NE44 6DY	01434 682318
Councillor	Eileen Carew	2 Riding Grange Riding Mill NE44 6HA	01434 682113
Councillor	Pam Bridges	Holly Lodge Church Lane NE44 6AP	01434 682359
Councillor	David McKenzie	7 Church Close Riding Mill NE44 6DP	01434 682771
Councillor	Christine Howe	Bowmont Whiteside Riding Mill NE44 6DU	01434 682946
Councillor	Pauline Mulholland	Hollin House Riding Mill NE44 6HP	07895 850710
Clerk	Catherine Harrison	10 Church Close Riding Mill NE44 6DP	01434 682348 07711 290104
County Councillor	Anne Dale	The Old Presbytery Minsteracres DH8 9RU	01434 673326
Handyman	Martin Stewart	n/a	07979 613147
Grass Cutting	Trevor Bell	n/a	07813 722618
Garden maintenance	Jason Seymour	n/a	07720 870678
Tree maintenance	David Ballantyne	n/a	07973 832474

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Emergency Contacts

Contact for	Name	Company/Location	Contact Details
Trees: Fallen/dangerous	David Ballantyne	Northumberland County Council: Highways Ballantyne Tree Services	0345 600 6400 (free local call number 01434 400388) Online: www.northumberland.gov.uk 07973 832474 emergency no.
Play Equipment: broken/dangerous	Cllr. Dunhill/ Handyman/Clerk (cordon off with red and white tape)	Play Dale Rockworks (climbing boulder)	See contact sheet 01539 539837 01207 281707
Street Furniture/ Council assets (e.g. wooden footbridges, weir area, Millfield Rd. /Marchburn Lane bridges, Spinney/Old Playground: broken/dangerous	Cllr. Dunhill/ Handyman/Clerk (cordon off with red and white tape)	Clear Channel (Bus Shelter repairs) Shelter Solution (bus shelter repairs)	See contact sheet 0191 487 5570 01942 625577
Adopted roads, pavements, street signs, etc		Northumberland County Council: Highways	0345 600 6400 (free local call number 01434 400388) Online: www.northumberland.gov.uk
Waste disposal/Fly- tipping		Northumberland County Council	0345 600 6400 (free local call number 01434 400388) Online: www.northumberland.gov.uk
Death of an Employee whilst on Council business	Health & Safety Executive (HSE)		03845 300 9923 or email via www.hse.gov.uk
Northumbria Police	Safer Neighbourhood Team		Non-emergency 101 or email - 0845 606 0365 (Prudhoe Police Station) www.northumbria.police.uk
Gas Emergencies		Northern Gas Network	0800 111 999 www.northerngasnetworks.co.uk
Electrical Emergencies		Northern Powergrid	0800 668877 (or from mobile 0330 1230877) www.northernpowergrid.com Power cut call 105

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Water Emergency		Northumbrian Water	0345 717 110 Report a leak 0800 393 084 Flood from sewage system 0800 328 7648 www.nwl.co.uk
Flood		Environment Agency	0800 80 70 60 (Incident hotline) 0345 988 1188 (Floodline) www.gov.uk/government/organisations/environment-agency#org-contacts
Parish Hall or Millennium Hall	Suzanne Barker Janet Padgett	Village Hall Trust	07587 068210 01434 682897
Telephone infrastructure		BT Openreach	0800 023 2023

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Broomhaugh & Riding Parish Council Business Recovery Map

<u>TIMELINE</u>	<u>24 HOURS</u>	<u>WITHIN 7 DAYS</u>	<u>WITHIN 1 MONTH</u>	<u>WITHIN 3 MONTHS</u>
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 members of the Council	Decide on temporary cover strategy NB: Came & Co. Insurance policy offer "key man cover" – will help pay for locum cover	Provide replacement and/or begin recruitment Procedures	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 Inform NCC Monitoring Officer	Decide on temporary working strategy for immediate Council business	Instigate by-election procedure /co-option procedure as advised by NCC	Review position and procedure for improvements
Loss of Clerk due to resignation or dismissal	Inform members of the Council	Decide on temporary cover NB: Came & Co. Insurance policy offer "key man cover" – will help pay for locum cover	Provide replacement and/or begin recruitment procedures	Review position and procedure for improvements
Loss of Council documents due to fire	Inform members of the Council 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, theft or file corruption	Inform members of the Council Retrieve last backup USB from Chair Inform Insurers (if applic) Inform police (if applic)	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	Clerk to inform Chair immediately 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 Contact with relevant emergency services, if appropriate	Review position	Call Extra-ordinary Meeting of Council to discuss position and any necessary action	Review position and procedure for improvements
Dissolution of Village Hall Trust (Millennium Hall)	Inform members of the Council. Ensure building is secure.	Advise all user groups and seek to arrange continued use. Transfer all utilities to the PC. Add to PC's insurance policy	Liaise with Parochial Church Council (PCC) re the Parish Hall.	Arrange an EGM in conjunction with the PCC re the future of both halls.

Adopted by Broomhaugh & Riding Parish Council on 9th March 2015

Last reviewed: March 2020

Next review: March 2021