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Ingatestone and Fryerning Parish Council Continuity Plan

This policy was adopted at a Full Council meeting on 4 April 2019

Scope

The Civil Contingencies Act 2004 places a duty on the Local Authority to ensure that it is prepared, as far as reasonably practicable, to continue to provide critical functions in the event of disruption.

This plan provides the framework 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 local Parish Council services to its electorate which includes the provision of:

- Service all around the village including three part-time staff members
- Notice boards and website
- Full range of Parish Council services

Risks Which Could Invoke the Continuity Plan

- National disasters/weather related problems
- Fire
- Flood
- or worse

Failures

- Equipment
- Services

Losses

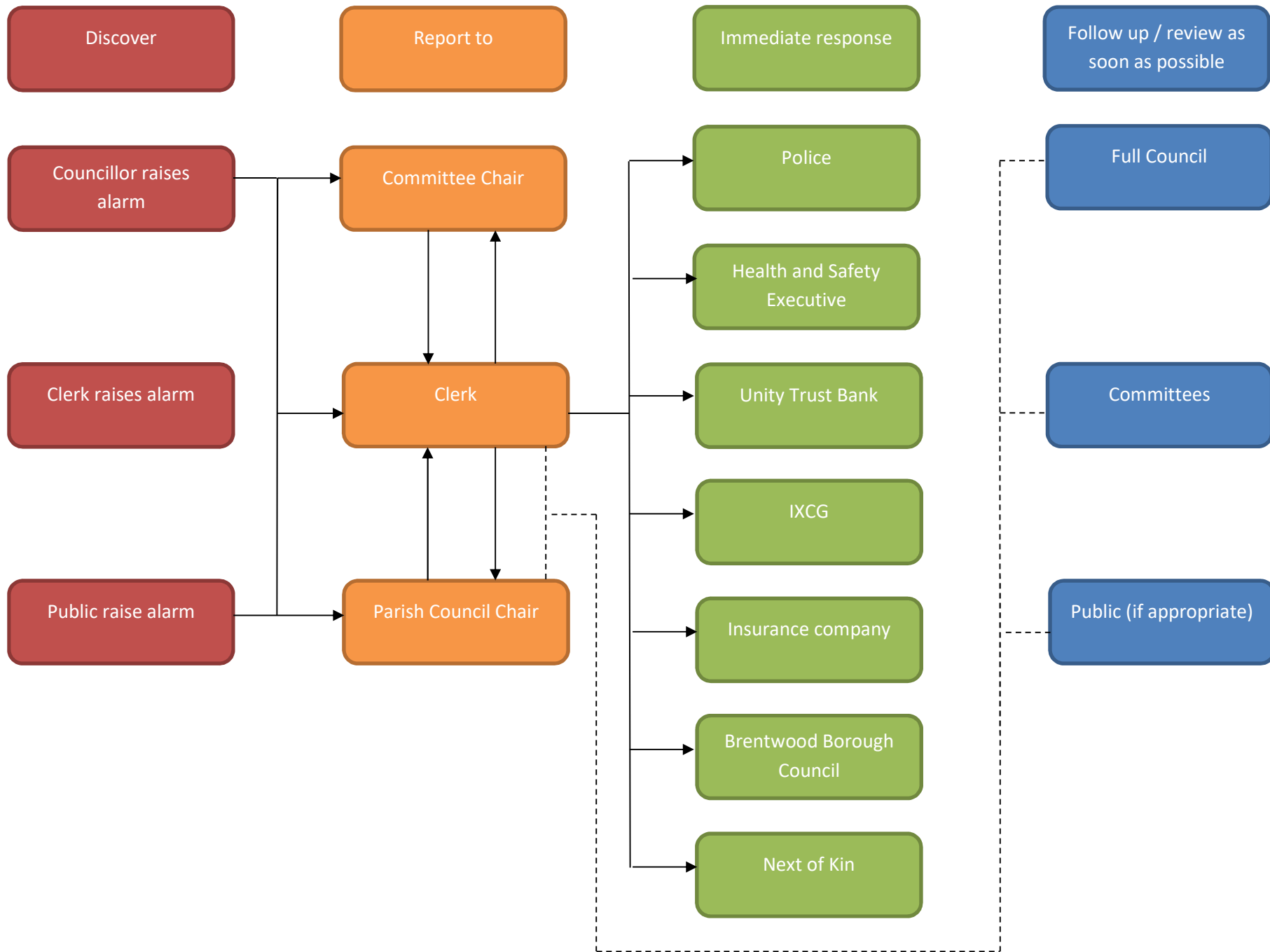
- Staff through resignation
- Staff through death
- Staff through long-term injury/illness
- Staff through death or serious injury whilst working for the Parish Council
- Equipment theft, breakage or major damage

Council Contacts

Position	Name	Address	Tel No
Parish Council Chair	Paul Jeater	80 The Furlongs, Ingatestone, CM4 0AJ	07889 232042
Parish Council Vice-Chair	Phill Poston	70 The Furlongs, Ingatestone, CM4 0AJ	01277 356040
Clerk to the Council	Abigail Wood	c/o Suite 1, 4 The Limes, Ingatestone, CM4 0BE	01277 353315

Emergency Contacts

Contact For/Work	Name	Company/Location	Tel No
Trees fallen/broken on Parish Council land	Jack Perfect-Brown	JPB Landscapes Ltd	01206 212601 07854 363809
Trees fallen/broken on Brentwood Borough Council land	Alan Marsh	Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, CM15 8AY	01277 312500
Emergency repairs for play equipment or street furniture	Jack Perfect-Brown	JPB Landscapes Ltd	01206 212601 07854 363809
	Terry Brewster	TBS Landscaping and Building Services	07525 098816
Major spillages	Environmental Health	Environmental Health, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, CM15 8AY	01277 312504
Roads, pavements, footpaths etc		Essex County Council, County Hall, Market Road, Chelmsford, CM1 1QH	01245 430430 Emergency: 0845 603 7631
Boarding up or emergency repairs to building/notice boards etc	Jack Perfect-Brown	JPB Landscapes Ltd	01206 212601 07854 363809
	Terry Brewster	TBS Landscaping and Building Services	07525 098816
Waste or rubbish collections		Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, CM15 8AY	01277 312500
Fly-tipping, abandoned vehicles, litter		Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, CM15 8AY	01277 312500
Death of an employee whilst on Council business	Health and Safety Executive (HSE)		0845 300 9923
All reports of crime or emergency	Essex Police	Emergency Non-emergency Crimestoppers	999 101 0800 555 111



Business Recovery Map

Timeline	24 Hours	Within 7 Days	Within 1 Month	Within 3 Months
	Immediate response and actions	Management Response	Business Continuity – Rebuild confidence	
Loss of Clerk due to sudden or long-term illness, incapacity or death	Inform Chair Inform Personnel committee Contact EALC for guidance	Decide on temporary cover strategy	Provide recruitment 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 Council membership due to multiple resignations (causing Council to be inquorate)	Inform all remaining members of Council/Clerk/Employees Inform BBC Monitoring Officer	Decide on temporary working strategy for immediate Council business	Instigate bye-election procedure/co-option procedure as advised by BCKLWN	Review position and procedure for improvements
Loss of Clerk (or member of staff) due to resignation or dismissal	Inform Chair Inform Personnel committee Contact EALC for guidance	Decide on temporary cover strategy and/or begin recruitment process	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 originals from safe deposit box and re-copy	Review position	Report incident to Full Council meeting	Review position and procedure for improvements
Loss of Council computer files due to fire, flood, breakdown or theft	Inform Chair Retrieve back-up from IT company Report theft to police	Install back-up files on temporary or replacement equipment	Report incident to Full Council meeting	Review position and procedure for improvements
Loss of Council equipment due to theft or breakdown	Report theft to police Inform Chair Inform insurers Decide if equipment requires immediate replacement	Hold a Full Council meeting Purchase new equipment	Review position	Review position and procedure for improvements
Local disaster	Inform all members of Council/ Clerk/Employees. 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