



# **Boldre Parish Council**

## **Business Continuity Plan**

Version: 1.0

Adopted: 9<sup>th</sup> December 2019

For queries on this document, please contact the Clerk to the Parish.

**Address:** c/o Pilley Community Shop, PILLEY, Lymington, SO41 5QP

**Phone:** 07751 497597

**Email:** [clerk.boldre@parish.hants.gov.uk](mailto:clerk.boldre@parish.hants.gov.uk)



**1. Purpose**

- 1.1 The Civil Contingencies Act 2004 places a duty on a local authority that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption.
- 1.2 This 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. The plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communications process to keep everyone informed of necessary changes to service delivery.

**2. Core Business of the Parish Council**

- 2.1 The Council provides local services to its electorate which include the provision of:
  - Parish Council website and notice boards
  - Recreation ground, pavilion and play area
  - Open public spaces
  - Other village assets and their locations as listed in the Register of Assets
  - Acting as a consultee on planning applications to represent the best interests of the Parish
  - Managing the finances of the Council and using the precept for the benefit of the Parish
  - Liaising with the Hampshire County Council, New Forest District Council, New Forest National Park Authority and Forestry England on issues that affect the Parish.
- 2.2 The Council does not operate from an office.

**3. Potential Causes of Disruption which could invoke the Business Continuity Plan**

National disaster / weather related problems	Failures	Losses
<ul style="list-style-type: none"> <li>• Fire</li> <li>• Terrorism</li> <li>• Tempest</li> <li>• Flood</li> <li>• Snow</li> </ul>	<ul style="list-style-type: none"> <li>• Main services to the village, such as utilities and public services</li> <li>• Main routes into the village</li> </ul>	<ul style="list-style-type: none"> <li>• Staff through resignation, death, illness or injury or resignation</li> <li>• Councillors by any reason which leaves the Council inquorate</li> <li>• Theft of, breakage or damage to equipment</li> </ul>

This list is not exhaustive.



#### 4. Parish Council Contact Details

Position	Name	Address	Telephone Number
Chair	Oliver Moore		<b>07736 285488</b>
Vice Chair	Jacqui England		<b>01590 689446</b>
Clerk	Peter Lock	Clerk to the Parish, Boldre Parish Council, c/o Pilley Community Shop, Pilley Street, Pilley, Lymington, Hampshire, SO41 5QP	<b>07751 497597</b>
Other Contacts can be found here: <a href="https://boldre.org.uk/parish-council/council-members">https://boldre.org.uk/parish-council/council-members</a>			

#### 5. Emergency Contacts

Contact for	Name / Organisation	Contact Details
Local County Councillor	Councillor Michael White	28 Priestlands Road Pennington Lymington SO41 8HU <b>Phone:</b> 01590 675051 <b>Business mobile:</b> 07971 293036 <b>Business email:</b> <a href="mailto:michael.white@hants.gov.uk">michael.white@hants.gov.uk</a>
Local MP	Dr Julian Lewis	3 The Parade, Cadnam SO40 2NG <b>Telephone:</b> (023) 8081 4905
Hampshire Association of Local Councils	Hampshire Association of Local Councils	Hampshire Association of Local Councils (Limited) c/o Eastleigh Borough Council Floor 2 Eastleigh House, Upper Market Street Eastleigh SO50 9YN <b>Telephone:</b> 02380 688061 <b>Email:</b> <a href="mailto:comms@hampshirealc.org.uk">comms@hampshirealc.org.uk</a>
National Association of Local Councils	National Association of Local Councils	109 Great Russell Street London WC1B 3LD <b>Telephone:</b> 020 7637 1865 <b>Email:</b> <a href="mailto:nalc@nalc.gov.uk">nalc@nalc.gov.uk</a>
Hampshire County Council	Hampshire County Council	The Castle Winchester SO23 8UJ



Contact for	Name / Organisation	Contact Details
		<b>Telephone:</b> 0300 555 1375
New Forest District Council	New Forest District Council	<b>Telephone:</b> 023 8028 5250 or emergency mobile 07771 259098 (if landline is unavailable)
New Forest National Park Authority	New Forest National Park Authority	New Forest National Park Authority Lymington Town Hall Avenue Road Lymington SO41 9ZG <b>Telephone:</b> 01590 646600 <b>Email:</b> enquiries@newforestnpa.gov.uk
Fly tipping	New Forest District Council also, Forestry England (on their land)	<b>Telephone:</b> 023 8028 5000 0300 067 4600 (24) or <b>Email:</b> southern.reception@forestryengland.uk
Bournemouth Water (South West Water Services)	Water Supply issues	PO Box 9136, Bournemouth, BH11 0GF <b>Telephone:</b> 0344 406 8053 <b>Email:</b> customerservices@swwbusiness.co.uk
Southern Water	Wastewater (sewage) issues	Southern House Yeoman Road Worthing West Sussex BN13 3NX <b>Telephone:</b> 0901 545 5033
Perenco	Oil Pipeline issues (Shallows Lane)	<b>Telephone:</b> 01929 476 000 (Wytch Farm)
Environment Agency	General Enquiries	<b>Telephone:</b> 03708 506 506 <b>Email:</b> enquiries@environment-agency.gov.uk
	Emergency incident hotline	<b>Telephone:</b> 0800 80 70 60
	Floodline	<b>Telephone:</b> 0345 988 1188
Verderers	Verderers	The Verderers of the New Forest The Queen's House Lyndhurst Hampshire SO43 7NH <b>Telephone:</b> 023 8028 2052



Contact for	Name / Organisation	Contact Details
		The staff on the Forestry Commission's 24 hour/365 days number - 0300 067 4600 - have access to the Agisters' roster and can contact the duty Agister.
Agisters	Agisters	The staff on the Forestry Commission's 24 hour/365 days number - 0300 067 4600 - have access to the Agisters' roster and can contact the duty Agister.
Trees fallen/dangerous	Hampshire Highways	<b>Telephone:</b> 0300 555 1388
Emergency repairs to play equipment	Clerk to the Parish	<b>Telephone:</b> 07751 497597
Emergency attention to recreation ground	Clerk to the Parish, Boldre Parish Council, c/o Pilley Community Shop, Pilley Street, Pilley, Lymington, Hampshire, SO41 5QP	<b>Telephone:</b> 07751 497597
Emergency repairs to pavilion	Clerk to the Parish, Boldre Parish Council, c/o Pilley Community Shop, Pilley Street, Pilley, Lymington, Hampshire, SO41 5QP	<b>Telephone:</b> 07751 497597
Roads, pavements, street signs etc	Hampshire Highways	<b>Telephone:</b> 0300 555 1388
Emergency Services (Fire, Police and Ambulance)		<b>Dial 999</b>
Death of an employee whilst on Council business	Health & Safety Executive	<b>Telephone:</b> 0345 300 9923 during office hours or 0151 922 9235 outside office hours

## 6. Implementation of Business Continuity Plan

- 6.1 The Clerk will implement all business continuity actions.
- 6.2 If the Clerk is unavailable and urgent action is necessary, the Chair or Vice Chair (or any other Councillor with the appropriate and available agreement) will implement all business continuity actions.

## 7. Business Recovery Map

EVENT	24 HOURS	WITHIN 7 DAYS	WITHIIN 1 MONTH	WITHIN 3 MONTHS
	<b>Immediate Response and Actions</b>	<b>Management Response</b>	<b>Business Continuity – Rebuild Confidence</b>	
Loss of Clerk due to sudden or long-term illness, incapacity or death	Inform Chair Inform Councillors	Decide on temporary cover strategy Chair to inform Council Call EGM Ensure records of key tasks are up to date including minutes and accounts Ensure access to log-ins and passwords are available	Recruit temporary replacement and/or begin recruitment process	Review position and procedure for continuity
Death or serious injury to member of staff whilst carrying out Council duties	Inform Chair Inform Councillors Inform Health & Safety Executive Inform insurance company	Decide on temporary cover strategy Decide how to respond to Health & Safety Executive	Process of recruitment of temporary cover period	
			Provide replacement	Review position and procedure for continuity
Loss of Clerk or member of staff due to resignation or dismissal	Inform Chair Inform Councillors	Decide on temporary cover strategy and/or begin recruitment process	Process of recruitment or temporary cover period	
			Provide replacement	Review position and procedure for continuity
Loss of Council documents and/or computer files due to fire, flood or other causes	Inform Chair Retrieve originals documents held in fire proof safe (deeds, leases etc) and re-copy Access back-up of electronic documents on a secure device held by the Chair	Install back-up files on temporary or replacement equipment Review position	Report incident to full Council and discuss at next council meeting	Review position and procedure for improvements and security



EVENT	24 HOURS	WITHIN 7 DAYS	WITHIIN 1 MONTH	WITHIN 3 MONTHS
	<b>Immediate Response and Actions</b>	<b>Management Response</b>	<b>Business Continuity – Rebuild Confidence</b>	
Loss of Council equipment due to theft, fault or breakdown	Report theft to Police Inform Chair Inform insurers Decide if equipment requires immediate replacement	Hold full Council meeting Purchase new equipment in accordance with current Financial Regulations	Review position and security arrangements	
Loss of Councillors due to multiple resignations (causing the Council to be inquorate)	Inform Chair	Clerk to inform remaining Councillors and employees of the Council Clerk to inform NFDC Returning Officer	NFDC to decide on temporary working strategy for Council business to be maintained followed by the instigation of a by-election or co-option procedure	Council to review procedure for the recruitment of Councillors
Damage to meeting place (Boldre War Memorial Hall)	Be aware of potential alternate meeting places	Chair to be informed and report to Council Clerk to notify residents	Use alternative premises	Review procedures to ensure improvements

### Change History

Version	Date	Author	Change Summary
1.0	9/12/2019		Initial Version

### Review Log

Version	Date	Reviewer	Comments