

1. Introduction

Under the Civil Contingencies Act 2004 a principal authority (i.e. borough council) is to be prepared, as far as is reasonably practical, to continue to provide critical functions / assistance in the event of disruptive events. Whilst not a statutory duty for parish councils, it is considered good practice for Streatley Parish Council to similarly prepare for such events and maintain a Business Continuity Plan for application should needs arise.

2. Major Incident Response

Such incidents are considered to be those which have wider impact than solely the Streatley Parish and the Parish Council would not be the responsible authority for managing the overall recovery programme however, Streatley Parish Council is prepared to provide every practicable assistance to the responsible authority to assist an effective and efficient mitigation of the impact of any major incident on its residents.

3. Core Business of the Council

The Parish Council provides local services within the parish, including:

- General village maintenance (general maintenance of council assets and grounds / woodland maintenance)
- Website and noticeboard Information
- Recreation Grounds
- Signs, benches, litter bins, salt bins, street lighting (in parts of the village)

4. Possible Causes of Disruption

- Damage caused by fire, flood, storm, snow,
- Failures of equipment, services, utility outages
- Loss of staff through death, illness or injury whilst on or off Council duty or through resignation
- Loss of Councillors through death, illness or injury whilst on or off Council duty or through resignation, which leaves the Council inquorate
- Loss of facilities or equipment through theft, breakage or major damage
- Loss of Council records through theft, corruption of files, or any of the events listed above

5. Actions

Actions are to be taken in line with the table in appendix 2. Some contact details are included in appendix 1, otherwise an internet search is to be used as a second source of information.



Signed :

Colin Smith
Chairman, Streatley Parish Council

Date : 09 December 2024

Appendix 1 – Emergency Contacts

Area	Name	Company/Location	Contact details
Trees fallen / dangerous	Landowner / WBC	WBC Highways or Tree Officer	
Street furniture / VAS broken / dangerous	Parish Clerk	PC office	
Roads, footways, street signs	WBC Highways	WBC	
Road name plates	WBC Highways	WBC	
Fly tipping/fly posting/abandoned vehicles	WBC Environmental Services Thames Valley Police	WBC	Env.Services@ Non-emergency 101
Death or serious injury of employee whilst on Council business	Health and Safety Executive Police / Fire and Rescue / Ambulance		www.hse.gov.uk Non-emergency 101 Emergency 999
Gas Emergency	National Grid		0800 111 999
Electrical Emergency	UK Power Networks		0800 783 8838
Water leak	Thames Water		0800 771 881
West Berkshire Council			

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

The Clerk shall implement all business continuity actions in consultation with the Chair/Vice-Chair

If the Clerk is not available and urgent action is required, the Chair, Vice-Chair or a Councillor(s) of the Parish Council nominated by the Chair, shall implement all business continuity actions

Appendix 2 : Risks to the Council, mitigation and business recovery Projection.

Recovery steps	Plan to minimise impact	Immediate response & Actions	Response as prescribed by Parish Council	BUSINESS CONTINUITY Rebuild confidence	
				Timeline	Mitigation
Loss of Clerk <i>sudden/long term illness, incapacity or death, resignation or dismissal</i>	<ul style="list-style-type: none"> Ensure live documents are up to date and all key tasks are listed. Access to logins and passwords for Chair/Vice-Chair 	<ul style="list-style-type: none"> Chair to inform Full Council 	<ul style="list-style-type: none"> Council to decide on temporary cover strategy 		<ul style="list-style-type: none"> Provide replacement and/or begin recruitment procedures Council to review position and procedure for improvements
Loss of Councillors <i>multiple resignations (causing Council to be inquorate)</i>	<ul style="list-style-type: none"> Maintain full number of Councillors. Co-option of Councillors 	<ul style="list-style-type: none"> Clerk to inform all remaining Councillors. Clerk to inform WBC if council is inquorate 	<ul style="list-style-type: none"> Clerk to contact WBC for advice and co-ordinate with WBC to decide on temporary working strategy for immediate Council business 	<ul style="list-style-type: none"> Adopt co-option / election procedure 	<ul style="list-style-type: none"> Council to review position and procedure for improvements
Loss of Clerk's Office <i>natural events or man-made events</i>	<ul style="list-style-type: none"> Cloud storage of documents Scan of key documents Storage of key documents in separate secure location 	<ul style="list-style-type: none"> Clerk to inform all Councillors. Clerk to inform insurance company Clerk to inform HSE, if required. 	<ul style="list-style-type: none"> Clerk to advise on temporary cover strategy 		<ul style="list-style-type: none"> Council to support repairs / rebuild / relocation

Recovery steps	Plan to minimise impact	Immediate response & Actions	Response as prescribed by Parish Council	BUSINESS CONTINUITY Rebuild confidence	
Loss of Council documents <i>fire</i>	<ul style="list-style-type: none"> • Cloud storage of documents • Scan of key documents • Storage of key documents in separate secure location 	<ul style="list-style-type: none"> • Clerk to inform Chair. • Clerk to inform insurance company 	<ul style="list-style-type: none"> • Council to review impact 	<ul style="list-style-type: none"> • Report incident to Full Council meeting 	<ul style="list-style-type: none"> • Council to review position and procedure for improvements
Loss of Council electronic data <i>fire, flood, breakdown or theft</i>	<ul style="list-style-type: none"> • Cloud storage of documents 	<ul style="list-style-type: none"> • Clerk to inform Chair • Clerk to inform Chair if personal data compromised 	<ul style="list-style-type: none"> • Install back-up files on temporary equipment 	<ul style="list-style-type: none"> • Report incident to Full Council • Provide replacement equipment 	<ul style="list-style-type: none"> • Council to review position and procedure for improvements
Loss of Council equipment <i>theft or breakdown</i>	<ul style="list-style-type: none"> • Cloud storage of documents • Secure storage of equipment 	<ul style="list-style-type: none"> • Clerk to inform Chair • Report theft to police and insurers • Clerk to inform Chair if personal data compromised 	<ul style="list-style-type: none"> • Install back-up files on temporary equipment 	<ul style="list-style-type: none"> • Report incident to Full Council • Provide replacement equipment 	<ul style="list-style-type: none"> • Council to review position and procedure for improvements
Major incident	<ul style="list-style-type: none"> • See major incident response on page 1 	<ul style="list-style-type: none"> • Inform all Councillors and relevant contractors • Contact with relevant emergency services if appropriate 	<ul style="list-style-type: none"> • Advise community via notices, website, e-mail of the issue and impact on facilities 	<ul style="list-style-type: none"> • Call Extraordinary Meeting if deemed necessary 	<ul style="list-style-type: none"> • Council to review position and procedure for improvements

Recovery steps	Plan to minimise impact	Immediate response & Actions	Response as prescribed by Parish Council	BUSINESS CONTINUITY Rebuild confidence	
Financial loss	<ul style="list-style-type: none"> Financial Risk Assessment in place and reviewed annually 	<ul style="list-style-type: none"> Refer to Financial Risk Assessment 	<ul style="list-style-type: none"> Refer to Financial Risk Assessment 	<ul style="list-style-type: none"> Refer to Financial Risk Assessment Council to review position and procedure for improvements 	<ul style="list-style-type: none"> Refer to Financial Risk Assessment Council to review implemented improvements