



# WOOLFARDISWORTHY PARISH COUNCIL

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## Business Continuity Plan & Scheme of Delegated Powers

The following Business Continuity Plan & Scheme of Delegated Powers was adopted by Woolfardisworthy Parish Council on the 17<sup>th</sup> March 2020, with the following revisions:

Reviewed	Date	Reviewed	Date
Adopted	17 <sup>th</sup> March 2020	Reviewed	
Reviewed		Reviewed	

### Scope

#### Woolfardisworthy Parish Council Business Continuity Plan (BCP)

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 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:-

1. Website and Notice board information
2. Signs, benches, grit bins,
3. Full range of Parish Council services

The Parish Council does not operate from an office or have any specific premises necessary for the discharge of its responsibilities.

## Risks which could invoke the BCP

1. National Disasters/Weather Related Problems
2. Virus preventing the Parish Council from holding its monthly meeting
3. Fire
4. Flood
5. Staff/Councillors through resignation
6. Staff/Councillors through death
7. Staff/Councillors through long-term injury/sickness
8. Staff/Councillors through death or serious injury whilst working for the Council
9. Equipment theft breakage or major damage
10. Loss of Council records through theft, fire or corruption of files

## Parish Council Contacts

Position	Name	Address	Phone / Email
Chairman	Martin Hill	32 Old Market Drive Woolsery EX39 5QF	01237 431102 (h) <a href="mailto:martinwhill@btinternet.com">martinwhill@btinternet.com</a>
Councillor	Laura Spittles	The Old Shippen Bucks Cross, EX39 5DP	01237 431342 <a href="mailto:lpittles@gmail.com">lpittles@gmail.com</a>
Councillor	Roger Heywood	Duerdon Farm Woolsery EX39 5QY	01237 431 320 <a href="mailto:duerdonfarm@aol.com">duerdonfarm@aol.com</a>
Councillor	Alastair Ashworth	The Granary Higher Venn Woolsery EX39 5RQ	01237 431941 <a href="mailto:alastair.ashworth@btinternet.com">alastair.ashworth@btinternet.com</a>
Councillor	India Lucas-Odgers	6 Back Street Woolsery EX39 5QR	07805 103832 <a href="mailto:india@woolsery.com">india@woolsery.com</a>
Councillor	Steve Harding	29 Old Market Drive Woolsery EX39 5QF	01237 431532 <a href="mailto:Steve.stroxworthy@gmail.com">Steve.stroxworthy@gmail.com</a>
Councillor	Vicky Hastings	4 Meadow Court Woolsery EX39 5EY	07469 928248 <a href="mailto:shaun_m_84@hotmail.com">shaun_m_84@hotmail.com</a>
Councillor	Sharon Hill	1 Cross Park Woolsery	01237 431491 <a href="mailto:sharonhm@btinternet.com">sharonhm@btinternet.com</a>
Parish Clerk	Lisa Hutchings	2 Pillman Drive Hartland	07917 354619 <a href="mailto:woolseryparishcouncil@gmail.com">woolseryparishcouncil@gmail.com</a>

## Emergency Contacts

Contact for	Name	Company / Location	Contact Details
Torridge District Council	Customer Services	Bideford	01237 428700 <a href="mailto:customerservices@torridge.gov.uk">customerservices@torridge.gov.uk</a>
Devon County Council	Customer Services	Exeter	0345 155 1015 <a href="mailto:customerservices@devon.gov.uk">customerservices@devon.gov.uk</a>
Trees: Fallen/Dangerous	Highways	Exeter	0345 155 1004 devon.gov.uk Report a problem
Street Furniture: Broken / dangerous	Parish Council		07917 354619 (Parish Clerk)
Roads, pavements, street signs etc	Highways	Exeter	0345 155 1004 devon.gov.uk Report a problem
Street lights	Highways	Exeter	0345 155 1004 devon.gov.uk Report a problem
Waste disposal/fly tipping/dead animals	Torridge District Council	Bideford	01237 428700 <a href="mailto:customerservices@torridge.gov.uk">customerservices@torridge.gov.uk</a>
Death of an Employee whilst on Council business	Health and Safety Executive		0345 300 9923
Devon and Cornwall Constabulary		Exeter	101 or 999 in an emergency
Electrical Emergencies	Western Power Distribution	Bristol	0800 6783 105
Gas Emergencies	Wales and West Utilities	Bridgwater	0800 912 2999
Water supply and sewerage service emergencies	South West Water	Exeter	0344 346 1010

TIMELINE	24 HOURS	WITHIN 7 DAYS	WITHIN 1 MONTH	WITHIN 3 MONTHS
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 Chair Inform Members	Decide on temporary cover strategy	Report to Full Council Provide replacement 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 Clerk & Chair Inform HSE	Decide on temporary cover strategy and answer to the HSE	Report to Full Council Provide replacement and/or begin process of recruitment or temporary cover period	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 / Torridge District Council Elections Department	Decide on temporary working strategy for immediate Council business	Instigate by-election procedure/co-option procedure as advised by Torridge District Council	Review position and procedure for improvements
Loss of Clerk/staff members due to resignation or dismissal	Inform Members	Decide on temporary cover	Process of recruitment or temporary cover period Provide replacement	Review position and procedure for improvements
Loss of Council documents due to fire	Inform Chair 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 or theft	Inform Chair Inform police (if applicable)	Install backup files on temporary equipment	Report incident to Full Council Meeting Provide replacement equipment	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

## Specifically in connection with the Coronavirus (COVID-19) pandemic:

The Clerk as Responsible Financial Officer will be given delegated powers including:

- ⇒ Making payments
- ⇒ Responding to planning applications
- ⇒ Communications by telephone, letter or email with members of the public, Torridge District Council, Devon County Council and other organisations
- ⇒ 2020 accounts and audit details, should these not be delayed from the usual arrangements by either the government or external auditor P K F Littlejohn LLP
- ⇒ Other items as necessary should the occasion arise

Whilst working from home subject to Councillors being kept fully informed of all actions and a written record being kept for future reference and the file.

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

### Review of plan

The business continuity plan to be reviewed on an annual basis:

- The Clerk to check that all the contact details are current and correct
- Woolfardisworthy Parish Council to consider whether the critical activities, Key risks and contingency plan actions are comprehensive and sufficient
- An updated Business Continuity Plan to be given to every member