



BISHOPSTOKE PARISH COUNCIL

BUSINESS CONTINUITY PLAN

**This Business Continuity Plan was adopted
by the Full Council at its meeting on 8th July 2025**

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Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL
BUSINESS CONTINUITY PLAN

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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BUSINESS CONTINUITY PLAN

1 Introduction

- 1.1** The Civil Contingencies Act 2004 places a duty on a local authority to ensure that it is prepared as far as reasonably practical to continue to provide important functions and services in the event of a disruption. Whilst this is not a statutory duty for a parish council it is Bishopstoke Parish Council's ("BPC") intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of BPC.
- 1.2** The plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within BPCs area of responsibility.

2 Core Business of Bishopstoke Parish Council

- 2.1** The Parish Council provides local services to its electorate which includes the provision of:

- Employed officers to carry out BPC functions
- Allotments at sites throughout Bishopstoke
- Bishopstoke Cemetery
- Maintenance and safety of closed churchyards
- Glebe Meadow
- Play areas and leisure spaces throughout Bishopstoke
- Open public spaces at Otter Close and Blackberry Drive
- Maintenance of trees on land owned or managed by BPC
- Grass cutting and grounds maintenance on land owned or managed by BPC
- Bishopstoke Memorial Hall (and plans for its replacement)
- Noticeboards across the parish
- Bins and benches on land owned or managed by BPC
- Parish Newsletter
- Carnival and other events throughout the year
- Website and social media presence

- Managing the finances of BPC and using the precept for the benefit of the parish
- Providing grants to local charities and community groups
- Acting as a consultee on planning applications to represent the interests of the parish
- Liaising with Eastleigh Borough Council, Hampshire County Council, other local councils and other bodies on issues that affect the parish

3 Potential Causes of Disruption

3.1 Disasters and weather related problems, including:

- Fire
- Storms
- Flood
- Snow
- Actions by other parties
- Terrorism

3.2 Vandalism or damage to BPC property

3.3 Failures

- Equipment due to failure, breakage or theft
- Utilities and infrastructure providers
- Public services

3.4 Losses of:

- Councillors and Officers through death, illness, injury or resignation whilst on or off BPC duties, which in the case of Councillors may leave the parish council inquorate
- Equipment through theft, breakage or major damage
- BPC records through theft, fire or corruption of files

4 Risk Management Plan

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY
Loss of Clerk due to death, illness, incapacity or resignation/dismissal.	Ensure key tasks are up to date, including Minutes. Access to log ins and passwords are available. Assistant clerk trained in key duties.	Inform Chair and Vice Chair. Chair/Vice Chair to inform Council. Chair to inform Health & Safety Executive if necessary. Notice on website, if appropriate Inform local paper, if appropriate Notice on parish noticeboards, if appropriate.	Recruit temporary replacement / locum. Recruit permanent Clerk. Longer term: Review procedures to ensure minimal impact from loss.
Loss of RFO due to death, illness, incapacity or resignation/dismissal. <i>Currently not applicable as Clerk is also RFO.</i>	Ensure key tasks are up to date, including Accounts. Access to log ins and passwords are available. Clerk and other officers trained in key duties. Ensure compliance with Financial Regulations.	Inform Clerk, Chair and Vice Chair. Clerk, Chair or Vice Chair to inform Council. Clerk to inform Health & Safety Executive if necessary. Notice on website, if appropriate Inform local paper, if appropriate Notice on parish noticeboards, if appropriate.	Recruit temporary replacement / locum. Recruit permanent RFO. Longer term: Review procedures to ensure minimal impact from loss.
Death or serious injury to member of staff whilst carrying out parish council duties, Or Prolonged absence or resignation or dismissal of staff.	Knowledge of duties with regard to Health & Safety. Knowledge of duties with regard to employment law and staff supervision.	Clerk, Chair and Vice Chair to be informed. Council to be informed. Clerk to inform Health & Safety Executive if necessary. Clerk to inform insurers, if appropriate. Clerk to inform relevant third parties.	Recruit temporary replacement. Recruit permanent replacement. Longer term: Review procedures to ensure minimal impact from loss.
Loss of Councillors due to multiple resignations or other reason (causing Council to be inquorate).	Co-option of Councillors from waiting list, if available.	Clerk to inform remaining Councillors and employees of the Council. Clerk to inform Eastleigh Borough Council Electoral Service.	Eastleigh Borough Council to decide on temporary working strategy for Council business. By-election or co-option procedure to be instigated. Longer term: Parish Council to review procedure for recruitment of Councillors.

Loss of Council documents due to fire, flood or other causes.	Scan important documents and keep an electronic copy. Regular back up of electronic documents on a hard drive to be held by staff at home. Important paper documents (e.g. deeds, leases etc) held in a fire proof safe. Paper copies of important paper documents held by appropriate persons, e.g. solicitors or Records Office.	Clerk to inform Chair / Vice Chair. Retrieve last back-up. Clerk to inform Insurance company if necessary. Report incident to Full Council.	Review procedures to ensure improvements and security.
Loss of Council equipment or electronic data due to theft, fault or breakdown.	Back up of computers. Regular risk assessments, including security reviews.	Clerk to inform Chair / Vice Chair. Report theft to police and Insurance company. Decide on immediate replacement. Report incident to Full Council.	Replace in accordance with current regulations. Longer term: Review procedures to ensure improvements.
Damage to Council buildings.	Maintain adequate insurance cover. Carry out risk assessments.	Clerk to inform insurance company. Clerk to inform police if necessary. Clerk to inform Chair / Vice Chair. Council to be informed. Alternative premises to be identified if necessary. Clerk to notify public of any closure (notices/website/social media). Redirection of BPC mail to alternative address if necessary.	Review procedures to ensure improvements. Review Risk assessment.
Damage to BPC allotments, cemetery, open spaces and play equipment.	Maintain adequate insurance cover, where available and appropriate Carry out risk assessments.	Clerk to inform insurance company, if appropriate. Clerk to inform police, if necessary. Clerk to inform Chair / Vice Chair and Chair of Assets Committee. Council to be informed. Health and Safety audit of affected area and cordon off, as necessary / appropriate.	

Damage to BPC meeting place.	Awareness of alternative meeting spaces.	Clerk to inform Chair / Vice Chair and Chair of Assets Committee. Council to be informed. Clerk to inform public (notices / website / social media).	
Local disaster	Maintain up to date risk assessments of all parish council property / liabilities. Maintain up to date contact detail list of Parish Councillors and staff, <i>including next of kin</i> . Maintain up to date list of emergency contacts. Awareness of Borough and County Council Disaster Planning and key contacts.	All members of Council, Clerk, and employees to be informed. Contact relevant emergency services if appropriate. Call Extra-ordinary Meeting of Council to discuss position and any necessary action.	Review procedures to ensure improvements. Review risk assessments.

5 Point of Contact

5.1 The Clerk is the first point of contact for all emergencies and business continuity actions.

5.2 If the Clerk is not available, the Chair, or in the absence of the Chair the Vice Chair or a member of the Parish Council nominated by the Chair or Vice Chair shall implement the actions.

6 Review

6.1 The Business Continuity Plan will be reviewed once per Council cycle, by Full Council, and published on the website. Paper copies will be made available upon request.

Emergency Contacts

ISSUE	COMPANY / BODY	CONTACT DETAILS
Fallen trees (not on parish land)	Hampshire County Council / Eastleigh Borough Council	0300 555 1388
Fallen trees (on parish land)	Clerk or Assets Officer	07368 487464 / 07947 972954
Emergency repairs to play equipment	Clerk or Assets Officer	07368 487464 / 07947 972954
Roads, pavements, street signs etc	Hampshire County Council	0300 555 1388
Police, Fire Service, Ambulance	Hampshire Police / Fire / Ambulance	Emergency – 999 Non-emergency – 101
Death of employees whilst on Council business	Health & Safety Executive	0845 345 0055 www.hse.gov.uk
Waste collection / fly tipping	Eastleigh Borough Council	023 8068 8000
Abandoned vehicles	Eastleigh Borough Council	023 8068 8000
Gas	Gas Emergency Service	0800 111 999
Electricity	Electricity Emergency Helpline Power cuts	0800 40 40 90 105
Water / Sewerage	Southern Water	03303 030 368
Flooding	Environment Agency Flood Line	0345 988 1188
Pollution	Environment Agency Pollution Hotline	0800 80 70 60
Animals	RSPCA	0300 1234 999