



Saltash Town Council

Policy/Procedure:

Annual Business Continuity Plan 2020/21 v.2

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June 2020

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

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Annual Business Continuity Plan

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Distribution

1.	Reception Notice Board (hard copy)
2.	Town Clerk
3	Mayor
4	Line Managers
5.	Electronic copy backed up on the server

1. Introduction:

This plan has been developed to assist in minimising the effects of any potential major disruption and to facilitate the recovery or replacement of Saltash Town Council accommodation and services.

A major disruption is defined as a significant incident which threatens personnel, buildings or the operational structure of the businesses involved and requires special measures to be taken to restore things back to good working order.

2. Functions of Saltash Town Council:

The Guildhall houses the Saltash Town Council offices from where the day to day administration of the town council is undertaken, this includes regular council meetings.

The Guildhall also provides accommodation on a casual hire basis for community groups, public and private hire functions. Some of these are regular scheduled bookings.

To act as a community care and accommodation building in the event of a civil emergency.

Specifically, the Guildhall is designated as an emergency accommodation centre in the event of a disaster at the Saltash Bridge or tunnel.

Saltash Town Council also has public and staff responsibility for Churchtown Cemetery, Saltash Library and staff responsibility for Belle Vue Finance Office, Longstone Depot, Waterfront Wardens Office and the Station Building to be operational in 2020.

3. Business Risk Analysis:

The following are recognised as potential risks for the establishments listed above.

- Fire
- Gas leak/explosion
- Loss of mains electrical power
- Loss of Communications (Broadband / Telephones)
- Flooding (Environment agency indicate no risk)
- Damage to Asbestos Containing material
- Health Pandemic

Business risk	Impact	Likelihood	Mitigation strategy	Contingency
<p>Fire.</p> <p>Damage to part of or loss of the building.</p> <p>Loss of life.</p>	High	Unlikely	<p>Provision of fire detection and centrally monitored alarm systems, firefighting equipment.</p> <p>Fire Risk Assessment reviewed and updated regularly.</p>	<p>Hire alternative accommodation and equipment to continue council functions and meetings.</p> <p>Cancel bookings and meetings.</p>
<p>Gas leak</p> <p>Loss of heating and hot water facilities.</p>	Low	Unlikely	<p>Annual inspection of equipment by gas safe registered contractor.</p>	<p>Provide alternative means of providing heating & hot water.</p> <p>Call out arrangements with Contractor</p> <p>Cancel bookings and meetings.</p>
<p>Loss of main electrical power (long term).</p> <p>Loss of heating, lighting, communications and alarm systems. Inability to use the building safely during the hours of darkness.</p>	Medium	Unlikely	<p>Internal fault:</p> <p>The electrical system is inspected and tested every 5 years by competent contractors.</p> <p>External fault:</p> <p>Contact with utility provider to provide information.</p>	<p>Hire alternative accommodation to continue council functions and meetings.</p> <p>Cancel bookings and meetings.</p>

<p>Loss of communications (Broadband/ telephones). (Long term)</p>	Low	Unlikely	<p>Electronic data backed up on line and accessible from other locations.</p> <p>Use of mobile phones for communications.</p>	<p>Alternative accommodation hire with broadband access.</p> <p>Use of mobile phones and laptops.</p>
<p>Damage to Asbestos containing material - release of fibres contamination of affected area.</p>	High	Unlikely	<p>Asbestos register maintained, annual inspections for damage and deterioration, contractors are informed prior to undertaking any work in the building.</p> <p>A complete copy of the register and survey is held by the Service Delivery Manager and the Consultant Surveyor.</p>	<p>Initial evacuation of premises.</p> <p>Advise the Consultant Surveyor, H&S consultants & contact specialist asbestos removal contractors to undertake air testing and decontamination.</p> <p>Hire alternative accommodation as necessary.</p>
<p>Health Pandemic</p> <p>A pandemic occurs when a new influenza virus, which people have no immunity to, emerges and starts spreading.</p>	High	Likely	<p>Town Clerk / Assistant Town Clerk to provide staff Government Guidelines and updates from Public Health England.</p> <p>Ensure regular deep cleaning is in place to try and slow the spread of the virus.</p> <p>Provide hand sanitiser, soap, warm water and</p>	<p>Close all public buildings.</p> <p>Reduce services to all STC business.</p> <p>Until full Government guidance is given suspend all Full Town Council and Committee meetings and accept a blanket apology to protect</p>

<p>Loss of life.</p>			<p>paper towels to avoid spreading the virus.</p> <p>Replace crockery with disposable paper cups and plates to mitigate the spread of germs whilst operating.</p> <p>Staff to inform their line manager if they start to feel unwell.</p> <p>Risk Assessments reviewed and updated regularly.</p> <p>Town Council to provide suitable materials and PPE to operate. Where this is not possible or due to none supply service to be shut down.</p> <p>Staff to shield / self-isolate.</p>	<p>staff and councillors until further notice.</p> <p>Cancel bookings / events / activities.</p> <p>Review the Scheme of Delegation to ensure minimal disruption to the operations of the Town Council and its decision making.</p> <p>Notices displayed on buildings, website and social media to inform members of the public & signpost were possible.</p> <p>Divert switchboard to Town Clerk / Assistant Town Clerk work mobiles & setup of automated system.</p> <p>Where possible staff to operate remotely.</p> <p>Determine appropriate lunch breaks and location for staff that remain working.</p> <p>Finance Office to ensure payroll is processed and automatic setup of payments released.</p>
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				<p>Finance Officer to contact suppliers if there is to be a delay with payments.</p> <p>Emergency 999.</p> <p>Summon agency staff.</p>
Health Pandemic Lockdown	High	Likely	<p>Staff and councillor welfare is paramount.</p> <p>Safety of the community.</p> <p>Town Clerk / Assistant Town Clerk to provide staff and councillors Government Guidelines and updates from Public Health England.</p> <p>Staff to shield / self-isolate.</p>	<p>Where possible staff to work from home adhering to Government guidelines.</p> <p>Service Delivery Team to operate where possible adhering to social distancing subject to risk assessments, Government guidelines and the Town Council's approval.</p> <p>Determine appropriate lunch breaks and location for staff that remain working.</p> <p>Until full Government guidance is given suspend all Full Town Council and Committee meetings and accept a blanket</p>

				<p>apology to protect staff and councillors until further notice.</p> <p>To agree delegated authority powers by consensus to the Mayor, Deputy Mayor and Officers including closing or opening services as required and only spending on budget unless a matter of public or staff safety.</p> <p>Any other items requiring decisions to be by the democratic online voting of all Councillors.</p> <p>No policies to be made.</p> <p>All Councillors to be informed at all times, require consensus of the Town Council approval or not.</p> <p>Potential for Town Council facilities and vehicle to be requisitioned to provide community food supply.</p> <p>All staff to have their ID cards with them in the event of a lockdown.</p>
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				Terminate as may be necessary temporary employment contracts with immediate effect.
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4. Responsibilities:

The Town Clerk will take the lead in the event of a major disruption advising the Mayor and Chairman of Personnel and summoning additional resources/personnel as required.

5. Insurances:

Saltash Town Council has insurance that covers employer’s liability, public liability and risks to buildings a content. Full insurance details are held at the Guildhall.

6. Key/Alarm Fob holders contact list:

Saltash Town Council maintain a Key/Alarm holder contact list that is held internally and by the alarm monitoring company and police.

Main contacts list:

Function	Company	Contact number (s)
Gas		
Mains supply	National Gas Helpline	0800 111999 Emergency
Gas Safe Contractor	Jackman Peckover	01752 727999
Electric		
Mains supply	Western Power Distribution	105 Emergency
Electrical contractor	Pyramid	07828492597

Water		
Mains supply	South West Water	0344 3462020 Emergency
Plumber	Cormac	01872 324350 Emergency
Insurance		
Insurance Company	Zurich	01243 832116
Health and Safety		
H&S Consultant	Moorepay	Health and Safety Advice Line 0345 073 0240 Option 1.
HSE	HSE	01752 276300
Maintenance contractors		
Fire alarm	ASG	01752 848558
Fire extinguishers	Chubb	0844 8791666 / 0344 8791739
Building Consultant	Geoff Peggs	01752 847706 / 07712 797887
Air Conditioning	Cube Services	01752 696547
IT, Broadband and Landlines	IRQ	07801 930486 079 705 12349
Staff and Public Health		
	Government Guidelines	https://www.gov.uk/
	Public Health England	0121 424 3236 https://www.gov.uk/government/organisations/public-health-england
	NHS	111