



## **BELPER TOWN COUNCIL**

### **COUNCIL CONTINUITY PLAN**

#### **AIM**

The aim of an Emergency Council Continuity Plan is to mitigate any disruptions to the day to day running of the Council by disasters. The Council is also the most accessible tier of local government and community leader, and as such would have a key role in helping the Town deal with and recover from a major emergency. The Town Council will support the principal authorities in implementing their Major Emergency Plan and make its resources available to them.

#### **PURPOSE OF THE PLAN**

The purpose of this plan is to:-

- To enable a timely and orderly recovery of the Council
- To protect property
- To prevent escalation of the incident
- To save lives
- To provide a framework for maintaining the Council services in the event of serious disruption
- To ensure the welfare, safety and security of the staff, environment and members of the public who use those services
- Provide a flexible framework for the overall response`

#### **METHOD**

This plan will identify the instances of disruption, the immediate response, the procedures to follow to maintain continuity of services and follow up procedures. Identifying additional short term resources required for supporting partial operation. Provide a guide to allow actions which will ensure minimal disruption. Identify those who must be notified and kept informed of the incident.

#### **ACTIVATION OF THE PLAN**

This plan will be activated by the Town Clerk or Assistant Town Clerk in the Town Clerk's absence. The plan will incorporate the Town Council's critical premises, equipment, systems, processes and employees that are essential for the continuity of the Council.



## **ORGANISATION**

The Council has overall responsibility for both disaster recovery and emergency planning, but have delegated all powers as follows:

### All cases of Emergency

The Town Clerk in consultation with the Mayor and Deputy Mayor

## **COMMUNICATION**

Communication is critical to a successful recovery of services or systems to ensure everyone is aware and to avoid duplication of resources. A cascade approach to communication within the staff structure will assist in effectively communicating information in a timely manner. Town Clerk to issue immediate press statements deemed necessary.

The following system must therefore be adopted:

Upon discovering an incident or receiving a malicious threat,

- Making a quick assessment or judgement
- Follow a quick assessment
- Follow any emergency services guidelines
- Contact the Town Clerk or nominated individual who will then take control of the situation, unless the emergency services are involved
- Under no circumstances should staff or others be put at risk

All staff will be briefed and made aware of what actions have or will be taken, preferably at one large group meeting so that any questions or issues are discussed collectively

The Mayor will be briefed by telephone and other Councillors are emailed regarding the issues and what actions have or will be taken and any requirement to use their support.

Adequate resources are input to assist the recovery of the service

Constant reviews of the situation are undertaken, through regular updates and officers, Councillors and public are kept updated and informed.

Staff and Councillors are utilised effectively and efficiently, particularly in the event of providing cover, to expedite a prompt return to normal service.

Adequate checks are carried out when the services and systems are recovered, in particular when systems are restored from back-up records, so they are fully restored, reinstated and operating correctly.



All details i.e resources, additional costs etc are recorded and, where applicable, photographed and any loss claim submitted

Regular training sessions are undertaken for all officers on their roles and responsibilities, emergency procedures and the use of emergency equipment.

### Emergency Plans

The Council Continuity Plan is intended as an internal document for use when there is an incident within a Town Council.

In the event of a serious emergency, the 'blue light' emergency services will generally be involved and they will take control of the incident.

In the event of all other major emergencies affecting all or part of the Belper area i.e flooding, traffic, etc, the co-ordination will fall within the Derbyshire County Council Emergency Plans.

To undertake a full debrief and learning from the incident.

Potential Event/ Risk	Actions to minimise impact	Immediate actions to be taken	Continuity	Long Term Objectives
<b>Damage to Council Offices</b>	Carry out regular checks and fire risk assessments  Maintain adequate insurance cover	Record all information and inform the insurance company of any incident and obtain photographic evidence  Town Clerk to advise Council and staff of incidents	If necessary, relocate to alternative premises or admin team may work from home.  Town Council answer phone to state emergency mobile contact numbers	Review risk assessment
<b>Loss of Council documents, due to fire, flood, theft or other causes</b>	Ensure important documentation is stored securely in fire/flood proof cabinets.	Town Clerk to advise Council and staff of incident  Inform Police and insurance company (if	Council to consider incident and associated control measures at the next Full Council	Review procedures to ensure any improvements are implemented where necessary



	Ensure backup copies of paper documents i.e electronic version.	necessary) If appropriate consider security controls i.e change of locks/password	meeting.  Instigate use of backup files or stored copies.	
<b>Loss of Council electronic data due to fault, damage, corruption, hardware failure or hacking attack.</b>	Ensure antivirus software is up to date  Ensure passwords are robust  Ensure data is regularly backed up and stored securely  Implement Information Security/ Incident Policy where necessary	Town Clerk to advise Council and staff on incident  Inform insurance company (if necessary)  Update security as required	Instigate use of backups	Review procedures to ensure any improvements are implemented where necessary
<b>Loss of Council equipment due to fault, damage, breakdown or theft.</b>	Maintain adequate insurance cover  Ensure regular maintenance and checks of equipment are carried out.  Regularly review security arrangements	Report theft or criminal damage to Police  Inform insurance company (if necessary)	Arrange hire of temporary replacement equipment where possible.  Arrange purchase of new equipment	Review risk assessments, maintenance schedules and security arrangements
<b>Loss of Town Clerk due to resignation, incapacity, long term</b>	Ensure staffing team are briefed, made aware of interim	Mayor to be informed, who will advise Council and staff	Carry out recruitment process to appoint a permanent	Review procedures to ensure minimal impact from loss



<p><b>illness or death</b></p>	<p>measures and aware of their responsibilities</p> <p>Ensure all key tasks are prioritised</p> <p>Access to log in details, keys and passwords are made available as necessary</p>	<p>Assistant Town Clerk to assume position of Town Clerk until Town Clerk returns or an appointment is made.</p> <p>Mayor to contact next of kin</p>	<p>Town Clerk (if required)</p>	
<p><b>Serious injury or death to member of staff whilst carrying out Council duties</b></p>	<p>Ensure all staff are appropriately trained and are familiar with all duties in line with Health and Safety regulations and best practice.</p> <p>Ensure tasks for each member of staff are clearly documented and they are aware of the staff structure.</p>	<p>Inform Town Clerk, who will advise Council</p> <p>Town Clerk to contact HSE and advise all known details</p> <p>Town Clerk to inform insurance company</p> <p>Town Clerk to advise all members of staff</p> <p>Town Clerk to make assessments of practices and, if appropriate, make interim arrangements for duties to be covered</p>	<p>Assess the situation which has arisen and ensure all Health and Safety issues have been addressed</p> <p>Seek temporary cover</p> <p>Commence recruitment process to employ a replacement member of staff</p>	<p>Review procedures to ensure any improvements are implemented where necessary</p>



<p><b>Prolonged absence, dismissal or resignation of staff</b></p>	<p>Ensure tasks for each member of staff are clearly documented and they are aware of the staff structure</p>	<p>Town Clerk to ensure the correct legal procedures are followed</p> <p>Town Clerk to make interim arrangements for duties to be covered</p> <p>Town Clerk to inform Council</p>	<p>Seek temporary cover</p> <p>Commence recruitment process to employ a replacement member of staff</p>	<p>Review procedures to ensure minimal impact from loss</p>
<p><b>Loss of Councillors due to multiple resignations (causing Council to be inquorate)</b></p>	<p>Co-option of Councillors who may be in reserve</p>	<p>Town Clerk to inform Amber Valley Borough Council Monitoring Officer</p> <p>Town Clerk to inform remaining Councillors and staff of the situation</p>	<p>Amber Valley Borough Council to determine temporary working strategy for Council business to be maintained</p> <p>Instigation of election or co-option procedure</p>	<p>Council to review procedures for recruitment of Councillors</p>
<p><b>Damage to Amenity Area or Open Space</b></p>	<p>Maintain adequate insurance cover</p> <p>Regular checks of these areas by outdoor team</p>	<p>Outdoor Team to secure the area</p>	<p>Find alternative sites for planned events in that area.</p>	<p>Review procedures to ensure minimal impact from damage</p>



<b>Flood Incident Response Plan</b>	Regular checks of watercourses	Flood Wardens appraised on the current situation  Use of staff and volunteers to deploy sandbags	Preventative maintenance used where possible  Support other agencies	Review procedures to ensure minimal impact
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## MAJOR EMERGENCIES

Derbyshire County Councils major emergencies are:

- Flooding
- Severe Weather
- Pandemic influenza
- Industrial accidents

Derbyshire County Council have a statutory responsibility under Civil Contingencies Act 2004 to prepare a Resilience (Emergency) Plan which sets out how it will, in conjunction with various other agencies, including emergency services, respond to major and other serious incidents. At the time of an incident, the principal Council acts in support of the emergency services, and aims wherever possible to lessen the effects on the people, property and the environment, and to assist with the restoration of normality. It would be the lead organisation for the recovery stage.

Elected members, as community leaders again have an important role to play in assisting the recovery process:

- A focus for community concerns
- Identifying problems and vulnerabilities of their community
- Knowledge of local personalities and resources
- Enhancing local community liaison
- Visiting people affected and giving reassurance
- Consultation on re-builds or modernisation
- Assisting with the media in getting messages to the community (following established policy guidelines)
- Assisting with VIP visits
- Liaising with elected representatives (Borough, County Councillors, MP)