

Eckington Civic Centre
Market Steet
Eckington
Sheffield
S21 4JG
www.eckington-pc.gov.uk
clerk@eckington-pc.gov.uk



Tel: (01246) 432770
Mob: 07715668815



@Eckington Parish Council



@Eckington_PC

BUSINESS CONTINUITY PLAN

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This policy was adopted by the Council at its Meeting held on 14th May 2019

Scope

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 the 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 Service to its electorate which includes the provision of:

- Website and noticeboards
- A range of Parish Council services

Risks which could invoke the Continuity Plan

1. Natural Disasters/Weather Related Problems

- Fire
- Flood
- Snow
- Viral Pandemic

2. Losses

- Staff through resignation
- Staff through death
- Staff through long-term injury/sickness
- Staff through death or serious injury whilst working for the Council
- Equipment theft, breakage or major damage
- Lockdown

3. Failures

- Equipment
- Services

Items listed above are not exhaustive.

COUNCIL CONTACTS

POSITION	NAME	ADDRESS	CONTACT DETAILS
CHAIR	Councillor Carolyn Renwick	Carolyn Renwick Sloade Lane Cottage Sloade Lane Ridgeway S12 3YA	Tel 01246 435680 Email: carolyn.renwick@btinternet.com
VICE-CHAIR	Councillor Jennifer Archer	Jennifer Archer 1 Rectory Close Eckington S21 4GL	Tel 07711 458177 email: jmarcher19@gmail.com
CLERK/RFO	Mrs Emma Smith	Eckington Civic Centre Market Street Eckington S21 4JG	Tel 07715668815 Email: clerk@eckington-pc.gov.uk
DEPUTY CLERK	Mrs Rosalind Bullimore	Eckington Civic Centre Market Street Eckington S21 4JG	Tel No: 07888 687545 Email: deputy@eckington-pc.gov.uk
ASSISTANT CLERK	Mrs Rosanna Hill	Eckington Civic Centre Market Street Eckington S21 4JG	Tel 07715 663946 Email: admin@eckington-pc.gov.uk

EMERGENCY CONTACTS

Contact For/Work	Company/Location	Telephone Nos
Trees fallen/broken Emergency repairs for play equipment Grass cutting	North East Derbyshire District Council	01246 231111 or www.ne-derbyshire.gov.uk
Roads, pavements, street signs, etc.	Derbyshire County Council	01629 533190 (contact centre) or http://www.derbyshire.gov.uk/transport_roads
Police or Fire Service	Derbyshire Constabulary	Emergencies – Always dial 999 Non-emergencies – dial 101
Waste collections Fly tipping	North East Derbyshire District Council	01246 231111 or www.ne-derbyshire.gov.uk