

## Business Continuity Plan

### When to implement the Business Continuity Plan?

An emergency/major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

Implementing an Emergency or Business Continuity Plan will be in cooperation with Swindon Borough Council, Emergency Services, Health Organisation, Water Company, Gas Doctors, Highways Agency, Environment Agency, Schools etc.

The Business Continuity Plan appends to the Council's current Emergency Plan.

#### 1. Council Office

1.1 Working from home implemented by Chief Officer.

1.1.1 Senior Officers, with the ability to work from home, take their laptops, banking fobs and papers home daily. Other team members work in all areas of the building and remain socially distanced.

1.1.2 Senior Officers to regularly check their remote access works by accessing the Remote Desktop Gateway connection (Rialtas / Omega Finance Package) and VPN capabilities continue to work.

1.1.3 Set up 3-monthly Disaster Recovery Tests of IT and Telecoms to ensure remote working practices are in place.

1.2 Close Office to the public and visitors

1.3 Adherence to Health and Safety Risk Assessment and deep clean of building before re-opening.

#### 2. Council Meetings

2.1 Revert to weekly informal discussions to mirror current Council meeting calendar

2.2 Implement the Emergency Scheme of Delegation to make payments and progress council business.

2.3 Adherence to Health and Safety Risk Assessment and deep clean of building before re-opening.

#### 3. Emergency Scheme of Delegation

3.1 Implementation of the Council's agreed Emergency Scheme of Delegation (Chief Officer, Chairman and Vice Chairman) meeting virtually or physically where possible, to agree decisions at the weekly virtual informal discussions, approve payment schedules etc.



#### **4. Current Project Delivery**

- 4.1 Risks of delays to current projects may impact the Council financially and reputationally.

#### **5. Parks & Open Spaces**

- 5.1 Core services to be delivered:

- 5.1.1 bin emptying
- 5.1.2 fly tipping
- 5.1.3 abusive graffiti
- 5.1.4 H&S hedge cutting
- 5.1.5 limited grass
- 5.1.6 vandalism
- 5.1.7 closure of play parks, as directed by Government.

- 5.2 Bubbles of 2 operatives in a vehicle at one time with staggered shift times and rest breaks to avoid overcrowding. Rota as required, implemented by Deputy Clerk & Services Manager.
- 5.3 Volunteer litter picking programmes to be halted, as directed by the Chief Officer
- 5.4 Regular cleaning of Grounds Maintenance Facility and Restroom
- 5.5 Adherence to Health and Safety Risk Assessment

#### **6. Community Transport**

- 6.1 Adherence to Health and Safety Risk Assessment.
- 6.2 Stop service as implemented by Chief Officer

#### **7. Venue Hire**

- 7.1 Adherence to Health and Safety Risk Assessment.
- 7.2 Stop service as implemented by Chief Officer - cancellation charges will be waived, full refunds given or treat as a postponement

#### **8. Youth Programme**

- 8.1 Adherence to Health and Safety Risk Assessment.
- 8.2 Stop service as implemented by Chief Officer

#### **9. Memory Café**

- 9.1 Adherence to Health and Safety Risk Assessment.
- 9.2 Stop service as implemented by Chief Officer

#### **10. Council Events (eg Remembrance, Christmas, Easter)**

- 10.1 Contingency plan when arranging Live Events
- 10.2 Adherence to Health and Safety Risk Assessment.
- 10.3 Cancellation of live events as directed by Council or Chief Officer in an emergency

#### **11. Community Response**

- 11.1 Liaison with Swindon Borough Council, Swindon Voluntary Service & Voluntary Services in Swindon to assist with Borough-wide responses
- 11.2 Contact the Council's volunteer database