



Okehampton Town Council

Okehampton Town Council Business Continuity Plan

Contents	Page
1 General Information	2
Introduction	2
Review	2
Record of Amendments	2
Aim, Objectives, and Distribution of the Plan	2
2 Implementation	
Stage 1 – Escalation	3
Stage 2 – Activation	3
Stage 3 – Evaluation	3
Stage 4 – Invocation.....	3
3 Emergency Accommodation and File Access	4

Appendices

A Stage 3 – Evaluation Checklist.....	5
B Incident Log Sheet.....	6
C Personal Log Sheet	7
D Contact Details and Keyholders (Staff/Councillors)	8
E Tenants Information and Contact Details	10
F Suppliers Contact Details	11

Data Protection

The data contained in this document is for use in relation to this Plan only.

In order to comply with General Data Protection Regulations, the document must be held securely by those Members it is distributed to and disposed of in the correct manner when no longer required or the plan is updated.

Failure to comply, may result in disciplinary action being taken.

1 GENERAL INFORMATION

Introduction

This Plan has been designed to prepare Okehampton Town Council to cope with the effects of an emergency and continue to provide and maintain its services. This plan aims to minimise the effects of an incident which may affect the provision of Council services and to restore the highest possible levels of service in the shortest possible time.

It is intended that this document will provide the basis for a relatively quick and painless return to “business as usual” regardless of the cause.

Throughout the document, in the event the Clerk is absent, the Assistant Clerk will undertake the action on their behalf in consultation with the Mayor or Deputy Mayor.

Review

The Plan will be reviewed at least annually by the Policy & Resources Committee and ratified by Full Council.

Record of Amendments to the Plan

Amendments Made	Approved by full Council on Date
Initial version of the plan	28 th October 2019
Review following Covid19 Pandemic. Addition of pandemic information under Stage 4 and update of contact details.	28 th June 2021
Annual review. Update of contact details.	25 th July 2022
Annual review and update of contact details.	26 th June 2023
Annual review and update of contact details.	24 th June 2024
Annual review and update of contact details.	28 th July 2025

Aim, Objectives and Distribution of the Plan

Aim

The aim of the Plan is to increase the Council’s resilience and minimise wherever possible the risk of disruption to the delivery of Council services. The Plan addresses the timely reinstatement of critical services by providing guidance and action plans for staff tasked with implementing the process.

Objectives

- To develop and maintain a process which regularly reviews, updates and tests the overall plan.
- To ensure all key staff are involved in the preparation and maintenance of the Plan, so that there is an effective and consistent response to service continuity planning.
- To mobilise the organisational actions required to manage recovery.
- To ensure control is established in the critical early stages following an incident which affects the delivery of the Council’s services.
- To restore and maintain services provided as soon as possible.

Distribution

Copies of the Plan will be held securely in the Office by the Clerk and Assistant Clerk. Additionally, the Clerk, Assistant Clerk, Mayor and Committee Chairmen will personally hold a copy in a secure location at their home address.

2 IMPLEMENTATION

The Plan should only be implemented in the event of an incident which causes or for which there is a high risk of disruption of the ability to deliver Council services. The following stages **must** be followed:

Stage 1 – Escalation

During normal hours and out of hours, the person receiving information of an incident or potential incident must alert the Town Clerk.

When informed of the incident or potential incident the Town Clerk, will inform some, or all of the following as required:

- Assistant Town Clerk
- Mayor
- Deputy Mayor
- Committee Chairman, or in their absence the Vice-Chairman
 - Property
 - Parks
 - Policy & Resources
 - Planning
- Finance Officer
- Facilities Officer
- Caretakers
- Park-Keeper
- Councillors

If necessary:

- the Park-Keeper will contact the Groundsperson and/or Apprentice
- the Facilities Officer will contact the Caretakers

Stage 2 – Activation

Decision is made by the Town Clerk to activate/convene a meeting of the Mayor and Committee Chairmen who will make up an emergency panel (EP) to evaluate the situation and agree the actions to be taken.

Stage 3 – Evaluation

It is recognised that whilst any major disruption or emergency is likely to affect the Council's overall service, it may impact differently on the ability of individual services to function and maintain their effectiveness.

Following an incident, it will be necessary at an early stage to assess the overall impact on the delivery of services. The evaluation will be the responsibility of the EP, in conjunction with any other persons as may be felt necessary. A checklist is attached at Appendix A.

Stage 4 – Invocation

The decision to invoke the Plan will be made by the EP and will be based upon the evaluation at Stage 3. It may be necessary at this stage for members of staff to revert to working from home.

It is acknowledged that the emergency situation could be one of a number of issues. Examples of potential emergency situations and actions to be taken follow:

Flooding

Should the nature of the emergency be major flooding of the town centre or Simmons Park, all available members of staff and councillors may be called upon to assist with the moving of files and items to an alternative location, should it be risk assessed safe to do so.

Town Hall Offices – Files and items in the ground floor offices will be moved to the first floor and housed in the Council Chamber, Committee Room or a location as agreed by the EP. Paper documentation being the first of the items to be moved, along with the electronic data backup, followed by Regalia and other items of value.

Simmons Park Office/Workshop – Council vehicles and machinery to be moved to higher ground, if possible, paperwork and electronic data backup to be moved to the Town Hall or a location as agreed by the EP.

Fire

In the event of a fire in the Town Hall or adjacent buildings the members of staff and/or the Fire Service to be requested to remove any of the pictures from the offices, Chamber, Committee Room and Staff Room if it is safe to do so, following advice from the Fire Service.

IT Disruption

Should IT disruption be due to electricity or broadband/Wi-Fi outage rendering electronic information inaccessible, members of staff will revert to paper systems to continue to manage and continue to provide services.

In the event that the disruption is due to a cyber-attack, systems should be shut down immediately and the Town Clerk notified. In this event the Clerk will inform AME Solutions, the insurance company, other members of staff and councillors as soon as possible. Advice of AME Solutions and the Insurance company will be considered by the EP and action taken as necessary by the Clerk.

Pandemic or Health Emergency

In the event of a pandemic or health emergency, the advice of the government will be followed.

Such an event could result in high levels of employee and/or councillor sickness, potentially resulting in meetings being inquorate or services being unable to be provided.

To minimise the risks, members of staff will revert to working from home if necessary and council meetings will take place virtually if legislation permits. To ensure that services can continue to run delegated powers have been given to the Town Clerk. In the event that the Town Clerk is incapacitated, powers will be delegated to the Assistant Town Clerk to act following consultation with the Mayor and/or Committee Chairmen in accordance with the Delegation Policy.

Water Contamination

Should the event be linked to water contamination rendering the water unsafe to drink, members of staff will revert to working from home where possible. Members of staff who cannot work from home will be provided with a kettle enabling them to boil the water and/or provided with bottled water where possible. If this is not viable, the members of staff will be asked to stay at home.

3 EMERGENCY ACCOMMODATION AND FILE ACCESS

Accommodation

Depending upon the nature of the incident, emergency accommodation may need to be arranged or staff may revert to working from home.

Equipment/Services Required:

- Phones – either landline or mobile. Office phones are internet based and can be connected from any location with internet access.
- Stationery; pens and paper etc
- IT equipment as required and available. As and when computers are replaced, consideration should be given to the purchase of laptops and ancillary equipment to enable easy conversion to home working if required.
- Internet/Wi-Fi access
- Access to Council electronic files (arranged through AME Solutions 01392 824022 or support@amesolutions.co.uk)

Access to Electronic Files and Software

Electronic files are backed up daily in 2 locations.

Members of staff are required to keep securely copies of vital log-in details to enable remote access to files and software; this will include email, accounting and payroll software, banking and access to the website. Remote access to electronic files can be activated by AME Solutions.

**Business Continuity Plan
Stage 3 – Evaluation Checklist**

The following check list should be used as a guide to evaluate the extent of the damage and potential consequences of the incident.

Consideration	Comments
Identify which services or functions are affected and the level of disruption, or potential disruption.	
Consider staff availability.	
Are any staff displaced, or likely to be displaced, and require alternative working arrangements?	
Access damage, or likely damage, or disruption to IT equipment and systems	
What other equipment is lost or damaged?	
Can functions continue from the usual location?	
What affect will there be on delivery of the Council's services?	

Business Continuity Plan
Incident Log Sheet

Name:

Date:

Incident Details
Location
Who and What Council Service Areas are Affected
Information, Decisions and Actions (including times)

Business Continuity Plan
Personal Log Sheet

Name:

Date	Time	Event Details

**Business Continuity Plan
Contact Details and Keyholders (Staff/Councillors)**

CONFIDENTIAL

Included are the personal contact details of members of staff and councillors, which must only be used in the event of an emergency and in relation to this plan. These details must not be disclosed to any other persons except with the direct approval of that individual, failure to comply with this will be in contravention of the General Data Protection Regulations and may result in disciplinary action being taken.

Office/Staff Work Contact Details

Location	Name	Role	Email
Town Hall	Emma James	Town Clerk	townclerk@okehampton.gov.uk
01837 53179	Abi Horn	Ass. Town Clerk	admin@okehampton.gov.uk
07375 237414	Tracey Bryant	Finance Officer	accounts@okehampton.gov.uk
	Rosi Wills	Facilities Officer	facilities@okehampton.gov.uk
	Jonathan Dean	Senior Caretaker	
	Paul Tucker	Caretaker	
Parks	James McGahey	Park-Keeper	parks@okehampton.gov.uk
07511 831912	Neil Cleave	Groundsperson	
	Jacob Peek	Apprentice	

Staff Personal Contact Details

Name	Role	Mobile

Councillors Contact Details

Name	Role	Mobile
Laura Bird	Chair – Property	07970219990
Richard Colman	Mayor	
Terry Cummings		07594638365
Frankee Hart		07939 469054
Allenton Fisher		07782222404
Carole Holt		07901 711594
Michael Ireland		01837 659100
Tony Leech	Chair – Planning	01837 53079
Christine Marsh		01837 52350
David McNeill		07546752040
Mark Richards		01837 608346
Bob Tolley	Chair - Parks	07947135063
Simon Weekes		07946506607
Julie Yelland	Chair – P&R	01837 53944

Keyholders

Town Hall	Parks Office and Workshop
Emma James	James McGahey
Abi Horn	Neil Cleave
Tracey Bryant	Jacob Peek
Rosi Wills	
Jonathan Dean	
Paul Tucker	

Note – Keys to Parks Office and Workshop and all other Council owned properties are available from the Town Hall

**Business Continuity Plan
Tenants Information and Contact Details**

CONFIDENTIAL

Included are the personal contact details of members of staff and councillors, which must only be used in the event of an emergency and in relation to this plan. These details must not be disclosed to any other persons except with the direct approval of that individual, failure to comply with this will be in contravention of the General Data Protection Regulations and may result in disciplinary action being taken.

Tenant	Premises	Contact Details

West Devon Borough Council: General Enquiries
01822 813600
Emergencies (out of hours)
0800 1694217

OTC – Business Continuity Plan – Public Version– July 2025
Review – July 2026