

## **Taff's Well and Nantgarw Community Council Business Continuity Plan (BCP)**

This plan provides a 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 Community Council service to the local electorate which includes:

- monitoring the maintenance and upkeep of the area and reporting issues to relevant third parties
- liaison with the Police in relation the general policing of the area and raising concerns when necessary
- Granting funds to individual organisations within the community, on the basis that the grant is of direct benefit to the inhabitants, either socially, economically or environmentally. This includes supporting the local Library Hub facility with financial contributions towards to the cost of the day to day running of the facility.
- General information for the electorate through the Council's website

The Council does not operate from an office or have any specific premises necessary for the discharge of its responsibilities.

### **Risks which could invoke the BCP;**

- National Disasters/Weather Related Problems such as flood or fire
- Failures of equipment
- Losses of Staff/Councillors through resignation
- Staff/Councillors through death
- Staff/Councillors through long-term injury/sickness
- Equipment theft breakage or major damage
- Loss of Council records through theft, fire or corruption of files

### **Council Contacts**

<b>Position</b>	<b>Name, Address and telephone number</b>
Chair	<b>Alun Fowler</b> 1, Church Lane, Nantgarw CF15 7TQ Tel: 07802310116
Vice Chair	<b>Helen Edmunds</b> 20, Heol Tymaen, Upper Boat, CF37 5AJ Tel: 07936168267
Councillors	<b>Megan Jones</b> 25, South View, Ty Rhiw CF15 7SE Tel: 02920 337364 <b>Lynne Thomas</b> 19, Bryn Coch, Glan y Llyn CF15 7QA Tel: 02920 810944

**Jill Bonetto**

12, West View, Ty Rhiw,  
CF15 7SE Tel :02920 337426

**Melanie Timothy**

6, Heol Y Gors, Nantgarw  
CF15 7UH Tel 02920 810944

**Cynthia Dyke MBE**

68, Ty Rhiw, Nantgarw  
CF15 7RW Tel: 07970665260

**Sandra Lintern**

12, Yr Hendre, Tawelfryn  
CF15 7TG Tel: 01443 843280

Jean Hutchinson

13, The Rise, Tonteg  
CF38 1UY Tel :07970665260

**Jonathan Bishop**

3, Celyn Cottages,  
109, Heol Y Parc ,  
Efail Isaf CF37 9EG Tel: 01443 805737

**Clerk**

**Gail Williams**

80, Beaumaris Way,  
Grove Park, Blackwood,  
NP12 1DE Email : [twnc@hotmai.com](mailto:twnc@hotmai.com)  
Tel: 01495 231226

**General Contact Information**

For general advice in an emergency please contact the Clerk

Issues in relation to environmental issues which include waste, drainage and public health issues contact RCT offices 01443 425001 outside normal office hours please call 01443 425011 or contact RCT via website [www.rctcbc.gov.uk](http://www.rctcbc.gov.uk)

Policing issues contact South Wales Police

Non-emergency call 101 Emergency call 999

Gas Emergencies National Grid 0800 111 999

Electrical Emergencies UK Power Networks 0800 783 8838

Water supply and sewerage service emergencies Reporting a leak Welsh Water

24 hours a day, 7 days a week 0800 111 999

### **Council Business Continuity Plan**

- Loss of Clerk due to sudden/long-term illness, incapacity or death

#### **Actions**

Inform Chair

Inform Members

Decide on temporary cover, contact SLCC to ascertain if locum cover available

Report to Full Council

Recover Council equipment from Clerk \*

Appoint replacement and/or begin recruitment procedures

- **Loss of Council membership due to multiple resignations (causing Council to be inquorate)**

#### **Actions**

Inform all remaining members of Council and the Clerk.

Inform RCT Monitoring Officer

Decide on temporary working strategy for immediate Council business

Instigate by-election procedure/co-option procedure as advised by RCT

Review position and procedure for improvements

- **Loss of Clerk/staff members due to resignation or dismissal**

#### **Actions**

Inform Clerk & Chair

Inform Members

Decide on temporary cover, contact SLCC to check if locum cover available

Process recruitment or temporary cover period

Recover Council equipment from Clerk\*

Appoint replacement

Review position and procedure for improvements

- **Loss of Council documents due to fire**

#### **Actions**

Inform Clerk & Chair Inform Insurers\*

Review position

Report incident to Full Council Meeting

Review position and procedure for improvements

- **Loss of Council electronic data due to fire, flood, breakdown or theft**

### ***Actions***

Inform Chair

Retrieve last backup

Inform Insurers\* (if applicable)

Inform police (if applicable)

Install backup files on temporary equipment

Report incident to Full Council Meeting

Provide replacement equipment

Review position and procedure for improvements

- **Loss of Council equipment due to theft or breakdown**

### ***Actions***

Inform Clerk & Chair

Inform Insurers (if applicable)\*

Inform police

Report incident to Full Council Meeting

Provide replacement equipment

Review position and procedure for improvements

- **Local disaster**

### ***Actions***

Inform all members of Council/ Clerk/Employees.

Contact with relevant emergency services, if appropriate

Review position

Call Special Meeting of Council to discuss position and any necessary action

Review position and procedure for improvements

### **General**

The Clerk is the first point of contact for all emergencies and business recovery actions.

The Clerk is to implement all business continuity actions with the exception of the "Clerk not available" actions.

If the Clerk is not available and urgent action is required the Chair, Vice Chair or a Member(s) of the Community Council nominated by the Chair, shall implement all business continuity actions.

This plan should be read in conjunction with the Council's Risk Assessment Schedule.

### **Review of plan**

The business continuity plan to be reviewed on an annual basis:

- The Clerk to check that all the contact details are current and correct
- The Council to consider whether the critical activities, key risks and contingency plan actions are comprehensive and sufficient

- An updated Business Continuity Plan shall be given to every member.

\*Password Information and Insurance information available in the Risk Assessment Schedule previously adopted by the Council.

**ADOPTED BY TAFF'S WELL & NANTGARW COMMUNITY COUNCIL NOVEMBER 2019.**