



BRENTWOOD BOROUGH COUNCIL BUSINESS CONTINUITY SERVICE RECOVERY PLAN FOR BOROUGH HEALTH, SAFETY AND LOCALISM



Responsibility for this Plan

Designation	Name
Business Continuity Plan Holder	
Managers with responsibilities under this Plan	

Version Control/Reviews

Version no.	Date	Summary of changes form previous version
1.1	03//2011	Initial version issued
1.2	10/2012	Reviewed
1.3	06/2013	Added Communication update
1.4	01/2015	Total revision of Plan

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PART 1

1.1 INTRODUCTION

1.1 This is the Service Recovery Plan for Borough Health, Safety and Localism centred at the Town Hall, Ingrave Road, Brentwood. The activities of this service include Environmental Health, Licensing, CCTV and Community Services. The Service protects public safety through a regulatory enforcement regime. Community Services includes, events, volunteering and safeguarding, community safety, Business Continuity, Emergency Planning and Corporate Health and Safety.

1.2 Within these disciplines employees undertake office work and field operations. This plan provides for continuity and sets out measures in place to sustain these services (*so far as is practicable*) should critical elements be degraded or lost. The service relies heavily on its staff and administrative back-up given that it is largely a statutory function charged with the responsibility of public safety.

1.2 AIM

1.2.1 The aim of this plan is to provide a set of effective and practical procedures that will: -

- i) Provide recovery in all work areas within Health, Safety and Localism
- ii) Minimise disruption within the service
- iii) Enable normal working to be resumed in the shortest possible time after a crisis

1.3 OBJECTIVES

1.3.1 The objectives of the plan are to:-

- a) Mobilise the organisational resources required to manage the situation and recovery
- b) Identify the immediate action to be taken
- c) Provide realistic time-scales within the recovery process and a return to 'normality' as quickly as possible

1.4 FUNCTIONAL ELEMENTS

1.4.1 The Borough Health, Safety and Localism Service function includes the following elements: -

- i. Food Safety Enforcement
- ii. Health and Safety Enforcement
- iii. Environmental Protection Enforcement
- iv. Private Sector Housing Enforcement
- v. Corporate Health and Safety
- vi. Business Continuity and Emergency Planning Services

- vii. Community Safety
- viii. Licensing
- ix. CCTV Services
- x. Health and Wellbeing
- xi. Community Services
- xii. Events
- xiii. Animal welfare and control

Elements i-viii are those which are statutory and will receive the highest priority. Elements ix-xiii are discretionary and will receive secondary priority where this is required.

1.4.2 This Service Business Continuity Plan also includes information on: -

- Head of Service contact details
- All staff contact details
- Minimum staffing requirements
- Staff with mobile phones
- Staff with external system access
- Systems software requirements
- Contact details of key suppliers/contractors/external partners
- Services that could be provided via home working
- Equipment necessary for function

1.5 RISKS TO THE SERVICE

1.5.1 This plan assumes an ultimate '*worst-case scenario*' in which critical information systems and resources are destroyed by fire, other natural events or by unauthorised persons committing acts of destruction, theft or sabotage that prevent key service delivery functions being undertaken.

1.5.2 The main risks to Health, Safety and Localism have been identified as:-

- Total loss of building(s) due to fire, flood, explosion, malicious damage, non-access due to weather/security issues
- Partial loss of a building due to fire, flood, explosion, malicious damage,
- Loss of utilities – electricity and water,
- Computer system hardware damage, part or system total failure, theft or cyber threat,
- Telephone system failure (internal and/or external),
- Loss of a number of key personnel due to injury/killed as the result of a pandemic illness/sickness,
- Loss of equipment which is required to support functions
- Loss of vehicles (provided by the Council or its own employees)
- Loss of external access to computer systems

An incident could result in one or any combination of these situations.

1.5.3 For the purposes of this Plan it is assumed that Brentwood Council's policies applying to records management and computer security are being applied in all offices.

Similarly, this Plan also assumes that fire prevention, physical security and health and safety at work standards are also being applied.

1.5.4 The plan also assumes that inventories of hard/software, other business systems and major items of equipment are sufficiently maintained. It is the appropriate Head of Service's responsibility that such records are kept as part of their day to day managerial accountabilities.

1.6 LINKS TO THE STRATEGIC RISKS REGISTER

1.6.1 This Business Continuity Plan links in with the Strategic Risk Register – Risk Number 3 relating to 'Disaster Recovery/Business Continuity. This is to be found upon the Councils' microsite.

1.7 BUSINESS RECOVERY PROCESS

1.7.1 In order to instigate an appropriate response to the business recovery process, this plan also assumes that:-

1. If an incident occurs which requires the evacuation of that part of the building occupied by Borough Health, Safety and Localism then this will have been carried out using the normal practised evacuation procedures for those premises.
2. The emergency services will be on site and any known person(s) missing or otherwise unaccounted for, will be notified to the appropriate organisation.
3. If the missing person(s) is a member of staff then any personal details such as home address, telephone numbers and the next of kin information, will be made available as soon as possible to the relevant emergency organisation.
4. Sufficient financial resources will be made available to ensure that the Service would continue to be run as efficiently and effectively as possible during the disruption.

1.8 KEY FUNCTIONS AND PRIORITIES

1.8.1 The Service has within this Plan identified its key functions and prioritised these in detail these are: -

PRIORITY 1 - essential core business and supporting functions needing to be restored in the shortest time possible but within 48 hours			
Reference	Element involved	Activity	Recovery time
P1.1	Corporate Health and Safety	Response to the notification of any significant accident/incident relating to the undertaking of the authority and its duty to its employees and the public.	Immediate
P1.2	Health and Safety Enforcement	Response to the notification of any work related death	Immediate
P1.3	Health and Safety Enforcement	Response to the notification of any significant accident/incident which has	0.5 days

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		been notified to the authority involving any employee or member of the public.	
P1.4	Health and Safety Enforcement	Response to any case/risk of Legionella/ water-borne disease and the need to prevent further spread	Immediate
P1.5	Health and Safety Enforcement	Responding to requests for information from the Health and Safety Executive	0.5 days
P1.6	Food Safety Enforcement	Response to the notification of any food poisoning case, infectious disease or food alert from the FSA.	Immediate
P1.7	Food Safety Enforcement	Response to any 'health risk condition' where a food premises requires formal or informal closure.	Immediate
P1.8	Food Safety Enforcement	The seizure of any food not compliant with food safety requirements.	0.5 days
P1.9	Pollution Enforcement	Response to the notification of any filthy & verminous premises	1 day
P1.10	Food Safety Enforcement	Responding to requests for information from the Food Standards Agency	0.5 days
P1.11	Pollution Enforcement	Response to any hazardous/dangerous situation within privately rented dwellings or HMO's where there is the risk of serious harm	Immediate
P1.12	Pollution Enforcement	Responding to unauthorised caravan incursions within the Borough	0.5 days
P1.13	Pollution Enforcement	Responding to fly-tipping and accumulations/deposits	1 day
P1.14	Pollution Enforcement	Responding to noise nuisance	0.5 days
P1.15	Pollution Enforcement	Responding to requests for grants of an urgent nature relating to e.g. leaking roofs, critical disabled facilities grants etc.	1 day
P1.16	Pollution Enforcement	Responding to stray dogs out of control in a public place	0.5 days
P1.17	Licensing	Suspension of dangerous hackney carriage/private hire operators and vehicles and ineligible drivers	0.5 days
P1.18	Licensing	Approving new or renewing licensing vehicle applications where applicants hold a valid drivers' licence	1 day
P1.19	Licensing	Responding to unlicensed and illegal events concerning public entertainment/sale of alcohol which would present a danger to attendees and the wider community	1 day
P1.20	Business Continuity	As per this BC Plan	Immediate
P1.21	Emergency Planning	Exercising all responsibilities as a Category 1 Responder	Immediate
P1.22	Community Services	Providing response to imminent high-profile events.	0.5 days

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PRIORITY 2 – business and supporting functions needing to be restored within a week			
Reference	Element involved	Activity	Recovery time
P2.1	Health and Safety Enforcement	Proactive Health and Safety inspections	1 week
P2.2	Health and Safety Enforcement	Investigation of complaints	1 week
P2.3	Food Safety Enforcement	Provision of information to the Food Hygiene Rating System	1 week
P2.4	Food Safety Enforcement	Provision of information to the UKFSS Food Sampling System	1 week
P2.5	Food Safety Enforcement	Proactive Food Safety inspections	1 week
P2.6	Food Safety Enforcement	Investigation of complaints	1 week
P2.7	Food Safety Enforcement	Proactive Food Sampling	1 week
P2.8	Pollution Enforcement	Investigation of complaints relating to incidents of pollution/ EPA issues/private sector housing	1 week
P2.9	Pollution Enforcement	Routine housing grant processing	1 week
P2.10	Licensing	Routine licensing applications and renewals	1 week
P2.11	Community Safety Team	Supporting public safety	1 week
P2.12	CCTV	Providing a CCTV Service for the Borough	1 week
P2.13	Licensing	Provision of the on-line applications system	1 week

PRIORITY 3 – non essential core business and supporting functions needing to be restored within the longer-term			
Reference	Element involved	Activity	Recovery time
P3.1	Health and Wellbeing	Development of the Councils' health and wellbeing work	3 weeks
P3.2	Events Team	Developing and delivering Council-run events for the Brentwood community	3 weeks
P3.3	Food Safety Enforcement	Provision of the Foundation Level II Food Hygiene Course	8 weeks

These priorities must be adhered to so as to ensure maximum use of resources.

1.9 EMERGENCY ACCOMMODATION

1.9 1 Staff are used to working within a fixed office environment. All employees within Health, Safety and Localism work in this way unless working from home or on district duties. The loss of an office even in the short term can disrupt services and their continuity. This should be managed as follows:-

Short term: Should staff be displaced then as directed by CLB or their Head of Service they will be advised where to gather and where information vital to them will be displayed. Alternative work location(s) will also be identified. Where other offices within

the Town Hall are available then these may be used to temporarily house staff. If that is not feasible then some staff may be accommodated at the Depot. However, given that many are already able to work from home then this may be the most favourable option if working space is at a premium.

Medium term: Should a defined workplace within the Town Hall not be available for medium term use then the Council will make further provision as necessary. The Brentwood Centre is contracted to make working space available in such circumstances but this may be limited depending upon the number of people displaced at any one time. Provisions to work remotely from this location are currently being finalised by I.T and will be announced.

Long term: Should staff be displaced in the longer term then the Council may consider a renting solution. This might occur should the workplace have been totally lost requiring a rebuild or permanent move to a new location. Chromex as property managers at the Town Hall may provide rented space. Alternatively, office space may need to be rented elsewhere from another provider. Decisions on this scale will be made by the relevant Head of Service concerned in association with the Chief Executive given the high cost implications to the council.

PART 2

2.1 STAFFING PROVISIONS

2.1.1 Staff are critical to the business operation. Should any automated systems fail then it is possible to carry out many tasks manually though within the confines of the priorities already outlined. The service will do all it can within the availability of its assets, equipment and finances to enable employees to keep working within a conducive environment and thereby continue their employers' business. Where business continuity is put in to operation then it is intended that this is achieved in a seamless fashion wherever possible. Given that the loss of colleagues and normal workplaces may be stressful, managers must support their staff through these episodes and take time out to listen and respond to any fears or concerns.

2.1.2 All staff are considered critical to the operation, however, in cases where staff are lost then those remaining may be requested to fulfil other duties as necessary depending on what their qualifications and experience allow. As a consequence, managers will need to apply the correct processes of risk assessment so as to avoid any foreseeable hazard or risk to those remaining. Where there is any case of infectious disease then employees may be asked not to work in the vicinity of others until they are sufficiently recovered.

2.1.3 Staff within this Service, their positions, remits and contact details are located in a Confidential List at Appendix A. This is available to managers only. The list also contains information concerning contractors as in some cases these are responsible for over 85% of outputs (such as with food safety inspections).

2.2 MINIMUM STAFFING LEVELS

2.2.1 In the longer term, services cannot be run effectively without full staffing. However, in a contingency situation where employees are lost there needs to be enough persons available to hold the services together until they fully recover. Although this may be acceptable in the short term it will not be in the long term. In all cases pecuniary resource must be directed to statutory functions first and non-statutory second, however, non-statutory services cannot be sacrificed for the sake of statutory services otherwise they may ultimately be lost. It is also important to note that not all jobs are interchangeable, in which case it may be necessary to source qualified staff from elsewhere such as agencies.

2.2.2 In cases of contingency, Heads of Service and Managers will need to be aware of available staff numbers/locations, decide on the work to be prioritised and what needs to be redistributed or assigned to preferred external providers as necessary. These may be private organisations or perhaps other neighbouring authorities.

2.2.3 In cases where buildings are rendered out of use in whole/part then staff may be directed to work from home where able. In such circumstances managers must ensure that appropriate Display Screen Equipment assessments have been conducted on their work stations as soon as practicable such are the requirements of the DSE Regulations 1992. Where lap tops are available then these may also be used provided that they too have been assessed in this way.

2.2.4 In prioritising work during situations of contingency Heads of Service and Managers must be aware of the need to complete work which was put on hold during the contingency situation. Additional staff/resources may be required to assist with any such back-logs.

2.3 ESSENTIAL LINES OF CONTACT

2.3.1 In some cases there are lines of communication which are preferred over others within a business continuity situation. This may be a main telephone line or email address and certain points of information. For Health, Safety and Localism these are as follows: -

Contact	Number
Main telephone line into Call Centre	01277 312500
Fax line	01277 312526
Central Admin email address	envhealth@brentwood.gov.uk
ehcnet	Via I.T.

2.4 SOFTWARE REQUIREMENTS

2.4.1 Beside the suite of Microsoft programs provided there is also dependency upon other programmes for data storage and retrieval. For Health, Safety and Localism these are as follows:-

System	Providing
Uniform	Storage of business details, inspections and complaints
FSSNET	Storage of food sampling information and results
Staff Intranet	For access to all internal
Extranet	For access to the World Wide Web
efinancials	For accessing financial data
Collaborative Planning Live	For accessing financial data
Capita Paye.net	Payment system
Report it	Enquiry system
On-Line Accident Form	Portal to record accidents and the action taken

2.5 DEPENDENCY ON SYSTEMS AND EQUIPMENT

2.5.1 Systems and equipment are needed to carry out almost all functions. In situations where contingency is invoked, the minimum system and equipment requirements per officer are as follows:-

Name	Position	Desks and chair sets required	Desk telephone required	Desk PC required	Remote access to I.T suite of programmes (via dongle)	Access to photocopier and printer	Specific equipment required	Car required for duties (Essential User)
	Head of Borough Health, Safety and Localism	Yes	Yes	Yes	Yes	Yes	Temperature Probe/Wipes White hat Lab coat Wellingtons High visibility jacket Safety shoes Camera Pocket book Torch	No

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	Environmental Health Manager Strategic Health and Safety Manager	Yes	Yes	Yes	Yes	Yes	Temperature Probe/Wipes White hat Lab coat Wellingtons High visibility jacket Safety shoes Camera Sample bags Pocket book Torch	Yes
	Environmental Health Manager CCTV Manager	Yes	Yes	Yes	Yes	Yes	High visibility jacket Safety shoes Camera Pocket book Torch Noise meter	Yes
	Principal Licensing Officer	Yes	Yes	Yes	Yes	Yes	High visibility jacket Pocket book Torch	Yes
	Principal Environmental Health Officer	Yes	Yes	Yes	Yes	Yes	Temperature Probe/Wipes White hat Lab coat Wellingtons High visibility jacket Safety shoes Camera Sample bags Pocket book Torch	Yes
	Environmental Health Officer	Yes	Yes	Yes	Yes	Yes	Temperature Probe/Wipes White hat Lab coat Wellingtons High visibility jacket Safety shoes Camera Sample bags Pocket book Torch	Yes
	Environmental Health Officer	Yes	Yes	Yes	Yes	Yes	High visibility jacket Safety shoes Camera Pocket book Torch Noise meter	Yes
	Technical Officer	Yes	Yes	Yes	Yes	Yes	High visibility jacket Safety shoes Camera Pocket book Torch Noise meter	Yes
	Environmental Health Officer	Yes	Yes	Yes	Yes	Yes	High visibility jacket Safety shoes Camera Pocket book Torch Noise meter	Yes
	Environmental Health Technician	Yes	Yes	Yes	Yes	Yes	Test bait High visibility jacket Safety shoes Camera Pocket book Torch Overalls Wellingtons Cages Dog leads	Council vehicle
	Corporate Health & Safety Advisor	Yes	Yes	Yes	Yes	Yes	High visibility jacket Safety shoes Camera Pocket book Torch Noise meter	No
	Environmental Health Officer	Yes	Yes	Yes	Yes	No	High visibility jacket Safety shoes Camera Pocket book Torch Noise meter	Yes
	Senior Administrator	Yes	Yes	Yes	Yes	Yes	General Office Equipment	No
	Environmental Health Admin Assistant	Yes	Yes	Yes	Yes	No	General Office Equipment	No
	Licensing Admin Assistant	Yes	Yes	Yes	Yes	No	Pocket book	Yes

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	Licensing Officer	Yes	Yes	Yes	Yes	No	High visibility jacket Pocket book Torch	Yes
	Licensing Officer	Yes	Yes	Yes	Yes	Yes	High visibility jacket Pocket book Torch	Yes
	Licensing Technical Officer	Yes	Yes	Yes	Yes	Yes	General Office Equipment	No
	Contracted Environmental Health Officer	No	No	No	No	No	Temperature Probe/Wipes White hat Lab coat Safety shoes Camera Sample bags Pocket book	No
	Contracted Environmental Health Officer for food sampling	Yes	Yes	Yes	Access to UKFSS	No	Temperature Probe/Wipes White hat Lab coat Safety shoes Camera Sample bags Pocket book	No
	Contracted Environmental Health Officer	No	No	No	No	No	Temperature Probe/Wipes White hat Lab coat Safety shoes Camera Sample bags Pocket book	No
	Contracted Environmental Health Officer	No	No	No	No	No	Temperature Probe/Wipes White hat Lab coat Safety shoes Camera Sample bags Pocket book	No
	Partnership, Leisure and Funding Manager	Yes	Yes	Yes	Yes	Yes	High visibility jacket	No
	Anti-Social Behaviour Co-ordinator	Yes	Yes	Yes	Yes	Yes	High visibility jacket	No
	Leisure & Community Development Officer	Yes	Yes	Yes	Yes	Yes	High visibility jacket	No
	Community Services Assistant	Yes	Yes	Yes	Yes	No	High visibility jacket	No
	Leisure & Community Development Officer	Yes	Yes	Yes	Yes	Yes	High visibility jacket	No
	Community Safety Assistant	Yes	Yes	Yes	Yes	Yes	High visibility jacket	No
	Business Continuity/Emergency Planning Coordinator	Yes	Yes	Yes	Yes	Yes	None	No

2.5.2 In extreme situations it may not be necessary to provide permanent desks, chairs and desk-top computers for all officers as their functions will also include district work and a certain amount of 'hot-desking' may be undertaken. Under such circumstances these

facilities may be temporarily reduced by around 30%. Also, the majority of staff have been provided with external access to the suite of Council programmes and drives in common use. They may therefore work from home where they have such access, but only where servers remain functioning.

2.6 CCTV EQUIPMENT

2.6.1 The CCTV service at the Town Hall is entirely dependant upon the Pelco equipment provided – there is no contingency. If it out of commission there is no replacement and it cannot be operated. Should the system require service then the following numbers are available: -

Provider	Use of helpline	Telephone number	Recovery time objective
	CCTV Minor faults		72 hours
	CCTV Major faults outside office hours		Next day

2.7 GENERAL DATA STORAGE

2.7.1 Data is commonly held on several mainframes located across the Council. Should one of these fail then there are back-up servers which should hold mirrored information. It is for managers to determine where best to store data and on what drives. In a business continuity situation it may not always be possible to access data where servers are lost, in which case all services are expected to be have Battle Boxes holding vital information and formwork in paper format and upon USB sticks. iGels are not currently configured to read from USB sticks meaning that for the moment information upon them would need to be downloaded by ICT to be accessible. This is being resolved.

PART 3

3.1 BATTLE BOXES AND ESSENTIAL FORMWORK

3.1.1 The following formwork in hard copy blank format must be retained and held within the 'primary' Battle Box for Borough Health, Safety and Localism. Only current up to date formwork may be relied upon so it is important to ensure that whenever documentation changes that old is immediately replaced with new.

Food – The Food Safety and Hygiene (England) Regulations 2013	
Notice	Regulation
Hygiene Improvement	6
Hygiene Emergency prohibition Notice	8
Notice of Intention to apply for a Hygiene Emergency Prohibition Order	8
Remedial Action Notice	9
Detention Notice	10
Notice of withdrawal of Remedial Action Notice	9
Notice of withdrawal of Detention Notice	10
Certificate that health risk condition no longer exists	7 and 8
Notice of determination that health risk condition remains in existence	7 and 8
Certificate that food has not been produced, processed or distributed in compliance with the Hygiene Regulations	29
The Food Safety Act 1990	
Notice	Regulation
Improvement Notice	10
Detention Notice	9
Health and Safety at Work etc Act 1974	
Notice	Regulation
Improvement Notice	21
Prohibition Notice	22
Seizure of articles to render harmless	25
Social Security (Claims and Payments) Regulations 1979	
Hard copy accident reporting form	
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	
Form to notify HSE of any reportable accidents under the Regulations	
Environmental Protection Act 1990	
Notice	Section
Abatement Notice	80
Abatement Notice in respect of Noise Nuisance	79(1)(g)
Clean Air Act 1993	
Notice	Section
Prevention of Dark Smoke from Industrial or Trade Premises	1
Housing Act 1985	
Notice	Section
Repair Notices	189
Housing Act 2004	
Notice	Chapter
Hazard Awareness Notice, Prohibition Orders, Improvement Notice	2
Emergency Remedial Action, Emergency Prohibition Orders	3
Prevention of Damage by Pests Act 1949	

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Notice	Section
Notice Requiring Action Against Rats or Mice	4
Local Government (Miscellaneous Provisions Act) 1976	
Notice	Section
Requisition for Information	16
Criminal Justice and Public Order Act 1994	
Notice	Section
Direction to leave land	77
Procedures	
Food Safety Procedures	
Health and Safety Procedures	
Pollution Procedures	
Admin Forms	
Food Premises Registration Form	
General Complaint Form	
Local Government (Miscellaneous Provisions Act) 1982	
Notice	Regulation
Sexual Entertainment Venue Application/Renewal	Own Forms
Street and House to House Collections	
Notice	Regulation
Application for a Street Collection	Own Forms
Application for a House to House Collection	Own Forms
Street Trading	
Notice	Regulation
Application for a Street Trading Licence	Own Forms
Application for a Pavement Cafe Licence	Own Forms
Scrap Metal Dealers Act 2013	
Notice	Regulation
Application/Renewal of a Scrap Metal Site Licence	Own Forms
Application/Renewal of a Scrap Metal Collectors Licence	Own Forms
Application to Vary a Scrap Metal Site or Collectors Licence	Own Forms
Licensing Act 2003	
All Licensing Act 2003 forms are available from www.gov.uk	
Application for a New Premises Licence	
Application to vary a Premises Licence	
Application to Review a Premises Licence	
Application for a Provisional Statement	
Application to Transfer a Premises Licence	
Application to Vary the designated Premises Supervisor	
Application for a Personal Licence	
Notification of Interest	
Gambling Act 2005	
All Gambling Act 2005 forms are available from www.gov.uk	
Application for a New Premises Licence	
Application to vary a Premises Licence	
Application to Review a Premises Licence	
Application for a Provisional Statement	
Application to Transfer a Premises Licence	
Application to Vary the designated Premises Supervisor	
Notification of 2 gaming machines or less	
Application for 3 gaming machines or more	
Authorisation Documents	

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Name	Authorisation under
Ashley Culverwell	Food Safety Statute, Health and Safety Statute, European Communities Act, Imported Food Legislation, Prevention of Damage by Pests Act, Health Act
Mark Stanbury	Food Safety Statute, Health and Safety Statute, European Communities Act, Imported Food Legislation, Prevention of Damage by Pests Act, Health Act
Elaine Hanlon	Food Safety Statute, Health and Safety Statute, European Communities Act, Imported Food Legislation, Prevention of Damage by Pests Act, Health Act
Anita Tandon	Food Safety Statute, Health and Safety Statute, European Communities Act, Imported Food Legislation, Prevention of Damage by Pests Act, Health Act
David Carter	Environmental Protection Act, Clean Air Act
Heather Ziervogel	Environmental Protection Act, Clean Air Act
Rakish Sharma Rose	Environmental Protection Act, Clean Air Act
Stephen Blake	Environmental Protection Act, Clean Air Act
Mark Conner	Environmental Protection Act, Clean Air Act
Gary O'Shea	Licensing Legislation
Keith Alexander	Licensing Legislation
Dave Leonard	Licensing Legislation
David Barham	Food Safety Statute, Health and Safety Statute, European Communities Act, Imported Food Legislation, Prevention of Damage by Pests Act, Health Act
Neil Jarvis	Food Safety Statute, Health and Safety Statute, European Communities Act, Imported Food Legislation, Prevention of Damage by Pests Act, Health Act
David Stewart	Food Safety Statute, Health and Safety Statute, European Communities Act, Imported Food Legislation, Prevention of Damage by Pests Act, Health Act
Ken Agnew	Food Safety Statute, Health and Safety Statute, European Communities Act, Imported Food Legislation, Prevention of Damage by Pests Act, Health Act

3.1.2 A Custodian must be arranged for each Battle Box. This person is responsible for storing the Battle Box safely and ensuring that its contents remain up to date. The Custodian is also responsible for ensuring that where it is necessary to remove the Battle Box to a safe location during a business continuity situation – that they undertake this. For example, when staff have to leave an office during a fire alarm situation. For this reason it would be advisable that designated Health and Safety Coordinators are given the responsibility as Custodian wherever possible.

3.1.3 There is a back-up Battle Box provided for Health, Safety and Localism which is located at the Depot. Should the Battle Box retained at the Town Hall be lost or damaged due to a contingency situation then the duplicate will need to be relied upon. There is a Battle Box Custodian at the Depot for all Battle Boxes. Whenever any paperwork is replaced or updated then this will need to be carried out for both Battle Boxes.

The Custodian for Borough Health, Safety and Localism is:	
The reserve Custodian for Borough Health, Safety and Localism is:	
The Battle Box for Borough Health, Safety and Localism is located precisely at:	Environmental Health Office, on top of filing cabinet
The Custodian for back-up Battle Boxes at the Depot is:	

3.2 OTHER BATTLEBOX CONTENTS

3.2.1 Aside from essential formwork within battleboxes there are a number of other items which should be included such as: -

- The Brentwood Borough Council Over-Archiving Business Continuity Plan
- The relevant Business Continuity Plan for this Service
- Stationery; e.g. message pads, flip chart, coloured pens, pencils, chalk
- Service specific items; i.e. logo stamps, templates and forms
- Dongles holding copies of all the formwork and procedures relevant to the Service
- Any other vital records such as authorisation documents
- A plan of the office showing the emergency exits
- A torch with batteries
- Mobile phone chargers
- Food/water sample containers

3.3 FINANCIAL ARRANGEMENTS

3.3.1 In cases where business continuity is invoked it may be necessary to purchase goods or services in order to carry on services.

3.3.2 There are no specific contingency funds for business continuity, however managers are authorised to spend within designated limits as follows: -

Name	Amount
	Unlimited spend
	Up to £10,000
	Up to £10,000
	Up to £10,000
	Up to £10,000
	Up to £10,000

3.3.3 It is important that a record of all such purchases is kept along with a reason as to why the purchase was necessary for accounting reasons. Some officers have been issued with a Council Debit Card and this should be used in preference to any cash or personal transactions.

The officer who carries the Council Debit Card for Health, Safety and Localism is:	
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3.4 THIRD PARTY ARRANGEMENTS AND SUPPLIERS

3.4.1 In some cases there are third party arrangements struck with external organisations/companies to provide goods and services. Some of these arrangements will be formal, and others not. In order to restrict such arrangements, preferred suppliers are used for Health, Safety and Localism and these are detailed below. However, it may not be possible in business continuity situations to rely solely upon these particularly where staff are lost which may necessitate procuring temporary staff from other

suppliers. In such cases the Head of Service will ultimately decide what other goods or services may be sought and from where.

Preferred Staff Suppliers

Service	Provider
Food Hygiene Inspections	
Food Hygiene Inspections	
Food Sampling	
Food Hygiene Inspections	
District Officer for Pollution/ EPA work	

Preferred Service Suppliers

Service	Supplier
Digital thermometers and calibration/servicing	
Noise monitoring meters and calibration/servicing	
General office equipment	
Personal Protective Equipment	
Chairs and Equipment	
Veterinary Services – animal licensing inspections	
Veterinary Services – retrieved animals	
Kennelling for stray dogs	
Pest Control - animal bait	
Air Quality Monitoring - tubes	
Air Quality Monitoring - analysis	
Adare – Food Hygiene Rating stickers	
Newsquest – advertising fare increases	
Taxi Licence Plates	
Sample pots and Cold Boxes for samples	

PART 4

4.1 TESTING OF THE SYSTEM

4.1.1 From time to time, business continuity may be tested within Health, Safety and Localism as in other services too. This will occur on an annual basis to test the integrity and robustness of systems in place. The test will pick one element of the service to fail and will monitor what staff do in response. The outcomes will be recorded.

4.2 COMMUNICATIONS

4.2.1 Communications should be made aware of an emergency or high profile event as early as possible. The Senior Communications Officer will attend where necessary to deal with Press on site, and will advise on press statements, internal messages and any relevant communications needed with other stakeholders. Only authorised spokespeople should engage with the media or offer communications.

The authorised spokesperson for Borough Health, Safety and Localism is:	
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4.3 RECORDING THE INCIDENT

4.3.1 Any business continuity situation that occurs should be recorded on the form provided at Appendix B. The actions taken should also be recorded on the form at Appendix C.

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Appendix A List of Personal Contact Information

Name	Position	Remit	FTE	Contact telephone	Home Address	Email address
	Head of Borough Health, Safety and Localism	All areas	1.0			
	Environmental Health Manager Strategic Health and Safety Manager	Food Safety Enforcement Health and Safety Enforcement Corporate Health and Safety Business Continuity Emergency Planning Health and Wellbeing	1.0			
	Environmental Health Manager CCTV Manager	Pollution Enforcement Private Sector Housing Enforcement EPA Enforcement Noise Enforcement Housing grants CCTV	1.0			
	Principal Licensing Officer	Administration and Enforcement of: - Hackney Carriage and Private Hire Alcohol, Entertainment, and Late Night Refreshment Licensing Street Trading Commercial Gambling Street/House to House Collections Animal Licensing Scrap Metal Dealers	1.0			
	Principal Environmental Health Officer	Food Safety Enforcement Health and Safety Enforcement	1.0			
	Environmental Health Officer	Pollution Enforcement Private Sector Housing Enforcement EPA Enforcement Noise Enforcement	0.6			
	Environmental Health Officer	Pollution Enforcement Private Sector Housing Enforcement EPA Enforcement Noise Enforcement Energy grants	0.6			
	Technical Officer	Pollution Enforcement Private Sector Housing Enforcement EPA Enforcement Noise Enforcement	0.6			
	Environmental Health Officer	Pollution Enforcement Private Sector Housing Enforcement EPA Enforcement Noise Enforcement	1.0			
	Environmental Health Technician	Pest investigations Drainage investigations Dog Warden	1.0			
	Corporate Health & Safety Advisor	Corporate Health and Safety	1.0			
	Environmental Health Officer	Pollution Enforcement Private Sector Housing Enforcement EPA Enforcement Noise Enforcement	1.0			
	Senior Administrator	Service Administration	1.0			

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	Environmental Health Admin Assistant	Service Administration	1.0			
	Licensing Admin Assistant	Administration of: - Hackney Carriage and Private Hire Alcohol, Entertainment, and Late Night Refreshment Licensing Street Trading Commercial Gambling Street/House to House Collections Animal Licensing Scrap Metal Dealers	1.0			
	Licensing Officer	Administration and Enforcement of: - Hackney Carriage and Private Hire Alcohol, Entertainment, and Late Night Refreshment Licensing Street Trading Commercial Gambling Street/House to House Collections Animal Licensing Scrap Metal Dealers Assisting Dog Warden	1.0			
	Licensing Officer	Administration and Enforcement of: - Hackney Carriage and Private Hire Alcohol, Entertainment, and Late Night Refreshment Licensing Street Trading Commercial Gambling Street/House to House Collections Animal Licensing Scrap Metal Dealers Assisting Dog Warden	1.0			
	Licensing Technical Officer	Administration of: - Hackney Carriage and Private Hire Alcohol, Entertainment, and Late Night Refreshment Licensing Street Trading Commercial Gambling Street/House to House Collections Animal Licensing Scrap Metal Dealers	1.0			
	Contracted Environmental Health Officer	Food Safety Enforcement Health and Safety Enforcement	0.1			
	Contracted Environmental Health Officer for food sampling	Statutory Food Sampling	0.1			
	Contracted Environmental Health Officer	Food Safety Enforcement Health and Safety Enforcement	0.1			
	Contracted Environmental Health Officer	Food Safety Enforcement Health and Safety Enforcement	0.1			
	Partnership, Leisure and Funding Manager	Events	1.0			

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	<i>Leisure & Community Development Officer</i>	Events	1.0			
	<i>Anti-Social Behaviour Co-ordinator</i>	Community Safety	1.0			
	<i>Leisure & Community Development Officer</i>	Events	1.0			
	<i>Community Safety Assistant</i>	Community Safety	1.0			
	<i>Community Services Assistant</i>	Events	1.0			
	<i>Business Continuity/Emergency Planning Coordinator</i>	Finance	1.0			

Appendix B Incident Impact Information

INCIDENT IMPACT ASSESSMENT FORM			
Managers' name			
Location of incident			
Date of incident			
Time of incident			
Impacts on personnel (summary)			
Which Emergency Services attended?			
INCIDENT SUMMARY	TOTAL LOSS	PARTIAL LOSS	MINIMAL LOSS
Access to building			
Use of affected are			
Equipment			
Work in progress			
Vital records			
Electricity			
Water			
Computer data			
Voice messages			
Other services			
Essential services affected			
Conclusions			
Managers' signature		Date and Time	

Appendix C Incident Log Sheet

INCIDENT LOG SHEET				
Managers' name				
Incident description				
Sequence	Date and Time	Occurrence	Action	Taken by
1				
2				
3				
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35				
Managers' signature			Date and Time	