

## **Business Continuity Plan: Loss of Clerk**

### **Introduction**

1. The Council recognises the need to ensure it is able to continue to function and provide services in the event of the temporary loss or absence of the Clerk.
2. This plan identifies potential issues and the immediate responses and procedures to follow to allow the Council to continue to operate normally as far as possible.

### **Clerk's Responsibilities**

3. The Clerk is responsible for:
  - Organising Council meetings
  - Publishing notices and sharing information on the Council's website
  - Producing notices for publication on the Council's noticeboard outside the Village Hall
  - Managing the Council's finances
  - Pursuing and promoting the interests of parishioners with the District and County Councils and other organisations on issues that affect the parish.

### **Potential causes of disruption**

4. The Council may lose its Clerk through resignation or illness or injury whilst on or off Council duties.

**Activities**

<b>Task</b>	<b>Minimise impact</b>	<b>Action</b>
Send, receive and answer emails	Chair to hold passwords in sealed envelope	Recover Council's laptop from Clerk's home, if possible
Organise Council meetings	Set dates annually for whole year	Councillor, parishioner or locum to produce agenda, minutes and papers
Updating the Council's website	Chair to hold password in sealed envelope	Seek help from parishioner on paid or unpaid basis
Make payments and pay in cheques	Financial Regulations allow direct debits and electronic payments	Recover cheque book and paying-in book from Clerk's home, if possible
Pay Clerk's salary quarterly net of PAYE tax due and make monthly submissions to HMRC	Chair to hold Government Gateway ID and password in sealed envelope	Councillor, parishioner or locum to use Basic PAYE Tools on Council's laptop, taking advantage of guidance on gov.uk website

**Sources of Advice**

<b>Subject</b>	<b>Who to contact</b>	<b>Telephone no</b>	<b>Email address</b>
Financial procedures	Current internal auditor, Auditing Solutions Ltd	07986 095004	<a href="mailto:stuart@councilaudit.co.uk">stuart@councilaudit.co.uk</a>
Governance	Oxfordshire Association of Local Councils	01491 838555	<a href="mailto:info@oalc.org.uk">info@oalc.org.uk</a>
Insurance	Current insurers, BHIB Insurance Ltd	0330 013 0036	<a href="mailto:enquiries@bhibcouncils.co.uk">enquiries@bhibcouncils.co.uk</a>
Locum	Society of Local Council Clerks, which runs a Locum Service	01823 253646	<a href="mailto:consultancy@slcc.co.uk">consultancy@slcc.co.uk</a>
Monitoring Officer	Margaret Reed, Head of Legal and Democratic	01235 422520	<a href="mailto:democratic.services@southandvale.gov.uk">democratic.services@southandvale.gov.uk</a>

Geoffrey Ferres  
Parish Clerk,  
Sunday 13<sup>th</sup> June 2021