

Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

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.

Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

Activities

Task	Minimise impact	Action
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 and book Village Hall	Councillor, volunteer or locum to publish agenda and papers
Minute Council meetings	Keep minutes brief and focus on decisions, not discussion	Councillor, volunteer or locum to take and publish minutes
Update Council's website	Chair to hold password in sealed envelope	Seek help on paid or unpaid basis
Make payments and pay in cheques	Make maximum use of direct debits for recurrent items	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, volunteer or locum to use Basic PAYE Tools on Council's laptop, taking advantage of guidance on gov.uk website

Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

Sources of Advice

Subject	Who to contact	Telephone no	Email address
Financial procedures	Current internal auditor, Auditing Solutions Ltd	07986 095004	stuart@councilaudit.co.uk
Governance	Oxfordshire Association of Local Councils	01491 838555	info@oalc.org.uk
Insurance	Current insurers, Zurich Municipal	0800 077 8552	enquiries.team@uk.zurcuh.com
Locum	Society of Local Council Clerks, which runs a Locum Service	01823 253646	consultancy@slcc.co.uk
Monitoring Officer	Patrick Arran, Head of Legal and Democratic	01235 422520	patrick.arran@southandvale.gov.uk

This policy was last amended by Nuneham Courtenay Parish Council at its meeting on 28th June 2022 (minute ref 22/56).