

# **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.

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## 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 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 |

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## Sources of Advice

| Subject                         | Who to contact  | Telephone no  | Email address  |
|---------------------------------|---|---------------|--|
| Financial procedures            | Current internal auditor,<br>Auditing Solutions Ltd               | 07986 095004  | <a href="mailto:stuart@councilaudit.co.uk">stuart@councilaudit.co.uk</a>                           |
| Governance                      | Oxfordshire Association of<br>Local Councils                      | 01491 838555  | <a href="mailto:info@oalc.org.uk">info@oalc.org.uk</a>   |
| Insurance                       | Current insurers, Zurich<br>Municipal                             | 0800 077 8552 | <a href="mailto:enquiries.team@uk.zurich.com">enquiries.team@uk.zurich.com</a>                     |
| Locum                           | Society of Local Council<br>Clerks, which runs a<br>Locum Service | 01823 253646  | <a href="mailto:locum@slcc.co.uk">locum@slcc.co.uk</a>   |
| Monitoring Officer<br>(Interim) | Vivien Williams   | 01235 422520  | <a href="mailto:monitoring.officer@southandvale.gov.uk">monitoring.officer@southandvale.gov.uk</a> |

This policy was last amended by Nuneham Courtenay Parish Council at its meeting on Tuesday 18<sup>th</sup> June 2024.