

GAYDON PARISH COUNCIL
BUSINESS CONTINUITY PLAN

Version Control

Version 1: 2021 original document

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Issue 1: Clerk becomes temporarily (1-3 months) unavailable

The following actions need to be taken to deal with the list of activities detailed below:

- Chair convenes a special meeting of the Parish Council
- Chair contacts WALC to seek temporary cover for the clerk
- Parish Council agree the temporary reallocation of the Clerks duties and responsibilities
- All key contacts and service providers to be notified of temporary arrangements
- Any necessary authorisations (i.e. dealing with bank accounts) to be put in place

Issue 2: Clerk becomes permanently unavailable at short notice

The following actions need to be taken to deal with the list of activities detailed below:

- All activities listed under Issue 1 to be carried out under the leadership of the Chair
- Advertise immediately for a replacement clerk

Issue 3: Chair becomes temporarily (1-3 months) unavailable

The following actions need to be taken:

- The Vice Chair assumes the responsibilities of the chair by resolution
- Clerk informs any necessary contacts, service providers and members of the public of the temporary arrangements
- Clerk provides Vice Chair with necessary information etc. to carry out the duties

Issue 4: Chair becomes permanently unavailable at short notice

The following actions need to be taken:

- A new Chair is elected at the next scheduled Parish Council meeting
- Vice Chair carries out any short term duties required
- Following appointment of new Chair, clerk notifies all appropriate contacts, service providers and members of the public
- Clerk initiates advertisement for replacement Parish Councillor

List of Clerks Responsibilities and indicated actions

1. Administer Council Meetings

- Ensure that Parish Council PC is accessible
- Ensure that the laptop password is securely stored and accessible to the Chair and Vice Chair

2. Administer the Parish Council Web Site

- Ensure that at least 2 members of the Parish Council are trained in the use of the web site
- Ensure that any user names and passwords are securely stored, regularly updated and accessible to the Chair

3. Planning applications

- Ensure that the procedures for delivering representations are documented with copies for the Chair and Vice Chair

4. External Audit

- Ensure that the procedures to be followed in the external audit process are fully documented, with copies for the Chair and Vice Chair

5. Banks and Banking

- Ensure that the procedures for accessing and managing the various bank accounts are documented with copies for the Chair and Vice Chair
- Identify any authorisations that may be required to access and manage any bank accounts
- Store securely any passwords and user names that may be requires, and ensure that they are accessible by the Chair and Vice Chair
- Document a calendar of significant financial transactions

6. Points of Contact

- Develop a comprehensive list of contacts and contact details, covering all service providers and working partners. Provide a copy to the Chair and Vice Chair, and update every 6 months

7. Cemetery

- Ensure that all procedures for the procurement of services related to the cemetery are documented
- Ensure that there is digital back-up to the clerk's notebook

8. Point of contact for the public

- Chair to agree interim point of contact and publicise on the website