

North Nibley Parish Council: Business Continuity Plan

1. Absence of the Clerk

This section covers the process to follow should the Parish Clerk be:

- Absent from monthly full council meeting
- Unavailable long-term

1.1 - Clerk failing to attend a Council Meeting.

The Clerk will inform the Chairman of absence as soon as possible in advance. Whenever the clerk is unable to attend, a councillor will be invited to take on the role for that meeting, with one of the other councillors taking note of the minutes of the meeting.

Wherever possible, the clerk will already have circulated the meeting papers prior to the meeting. These include:

- Agenda
- Previous meeting minutes
- Schedule of payments for approval
- Finance reports

Following the meeting, the councillor will forward the minutes to the clerk for completion and distribution, in accordance with Council procedures.

1.2 - Clerk unavailable long-term

In the event the clerk is unavailable longer-term, the Chairman will discuss with councillors the way forward. If the Council are unable to arrange short term cover from within the Council, the Chairman will contact GAPTC to arrange locum cover.

2.0 – North Nibley Parish Council unable to meet

Should North Nibley Parish Council be unable to meet due to government advice in respect of an emergency situation, the following procedures should be instigated.

1. The clerk to continue to work from home and update councillors by email/telephone and through the Council website.
2. Powers be delegated to the clerk to act for the Council.

3. All contractual and agreed minuted payments to be made without delay, on the 1st week of the month. Arrangements to be made for two councillors to sign cheques.
4. The day to day administration and management of all Council assets to continue.
5. The clerk to respond to planning applications following consultation by email with Chairman and councillors. In line with the Stroud Local Plan and AONB policy.
6. The clerk to respond to consultations in line with agreed Council policy, consulting as possible by email & 'phone.
7. In cases of extreme risk to the delivery of Council services, the clerk may authorise:
 - revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500 Financial Regulations (Para. 4.4)
8. The Clerk shall have delegated authority to make decisions on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone.

The Clerk will further consult with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation. Any decisions made under the delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the Council convened following the emergency.

[Approved by Council April 2020.](#)