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Adopted: September 2024  
Next review: September 2026

# 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 council meeting.

The clerk will inform the Chairperson/Vice-Chairperson of absence as soon as possible, and one of the councillors will note the minutes of the meeting.

If the clerk has failed to arrive within 10 minutes of meeting start time and no contact has been made, the meeting should continue, and one of the councillors will note the minutes of the meeting.

Wherever possible, the clerk will have circulated the meeting papers prior to the meeting.

These include:

- Agenda
- Previous meeting minutes
- Schedule of payments for approval
- Relevant reports
- Record of post received.

After the meeting, the council will forward the minutes to the clerk for completion and distribution or invoke Procedure (2) below.

### 1.2 - Clerk unavailable long-term

In the event the Clerk is unavailable longer-term (more than 2 weeks), the Chairperson/Vice Chairperson will contact GAPTC to arrange locum cover.



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## 2.0 - Parish Council unable to meet

### Scheme of Delegation

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

1. The Clerk to continue to work from home and update councillors by email and phone
2. Powers delegated to the Clerk to act for the council
3. All contractual and agreed minuted payments to be made without delay
4. The day-to-day administration and management of all council assets to continue.
5. The clerk to respond to planning applications with comments from councillors posted to Parish Council website for transparency
6. The clerk to respond to consultations with comments from councillors posted to Parish Council website for transparency

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 limitations within the Parish Council's adopted Financial Regulations

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 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 Chairperson for guidance, as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation. Any decisions made under this 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.