

This Business Continuity Plan is intended to set down procedures for the continuity of Silkstone Parish Council's day to day business; when the Clerk who is the sole administrative employee of the Parish Council is not working. This may be a planned or unplanned absence.

- **Planned absences** (for example a holiday or a planned operation which may involve a hospital stay and planned time off work).

During periods of the Clerk's absence it will be necessary to ensure that her basic day to day duties are covered. The basics to business continuity are that the Council holds meetings, payments are made and receipts banked. The Clerk can catch up with other work on her return.

Cover for meetings - In these situations the Clerk will be able to arrange cover for Council meetings with another Parish Clerk who will also if required prepare agendas and minutes for the Council meeting.

Payments and Banking - It is unlikely that a planned absence will impact on payments as these can be arranged before the Clerk is on leave. Cllr Leech already knows the Council's payment procedures should it be necessary to bank receipts and pay invoices in the Clerk's absence.

- **Unplanned absences** (for example unforeseen periods of illness, injury, Clerk leaving without notice or Clerk's death in service)

Any unplanned absence will be disruptive and affect the day to day business continuity of the Parish Council. All the Parish Council can do is to try to foresee the likely issues and plan as much as possible.

There are key legal requirements in a Parish Council's year which must be met – these are laid down in the Calendar attached to this document.

Previous month's minutes can be accessed on the Parish Council's website www.silkstoneparishcouncil.gov.uk, this will give a good indication of the items to be included on the agenda for a particular month. For example bank reconciliation and budget monitor only appear on the agenda once every 3 months.

In the event of a 'here one day, gone the next' scenario, it will be the responsibility of the Chair along with the staffing committee to arrange administrative cover for the Parish Council.

| |
|--|
| <p>The Chair can contact the following for advice and to give new contact details for the Parish Council :</p> |
|--|

Yorkshire Local Council's Association 01904-436622

Ian Turner Barnsley MBC – He will advise all BMBC departments and Parish Clerks in the Borough 01226-770770

Advice relating to Clerk duties can be obtained from :

Society of Local Council Clerks 01823-253646

Steph Tolson – Clerk to Oxspring Parish Council 01226-792657

Keith Coulton – Clerk to Penistone Town Council 01226-370088

If a replacement Clerk is needed Ian Turner can e-mail all Clerks in the Borough to see if any of them can help, if not contact SLCC who have a list of locum Clerks to cover in emergency situations.

The fact that the Clerk's office is based in her home creates another possible problem. How do the Council access the computer and paper files in a 'here one day, gone the next' scenario.

The computer files are backed up to a hard drive which is kept in the safebox in the cricket scoreboard area at the pavilion. Computer files can therefore be restored and accessed.

The Council's website is managed by Vision ICT 01392-669497 and updated by the Clerk. They can be contacted to obtain the username and password and advice on how to upload documents to the site.

It is proposed that this document be expanded to include appendix documents with all contact details to enable the recreation of paper files as necessary if they are lost or destroyed.

Whilst most of the information is in a computer file an easy reference list will be produced to include sections for:

- Parish Councillors & Meetings – List of Parish Councillors contacts and current year's meeting dates
- Newsletter – the newsletter is distributed to 30+ individuals who live outside the parish so a distribution list with their details will be included along with advertisers addresses for sending invoices for adverts
- Allotments – the list of Allotment holders along with the contact details of those residents on the waiting list.
- Local Organisations – grants are awarded to Local groups so a list of their contact details will be included.

- Barnsley MBC – Whilst a list of all the BMBC departments could be included it is simpler to say contact Ian Turner at BMBC who will provide the contact details for BMBC departments.
- Membership subscriptions – The Parish Council subscribe to a number of organisations so their details will be listed.
- Silkstone Recreation Ground – The recreation ground and pavilion account for half of the precept and involve a number of groups and contractors. The contact details for handy man, grounds man, contractors, football, cricket etc will be given.
- Insurance and Audit – Details for external auditor, internal auditor and Insurance company
- Payroll, Pension and Vat – Contacts for HMRC, SY Pensions Authority and HM Revenue & Customs.

Where appropriate the computer file location of each file will be given since the document may have been updated since its inclusion in the reference file.