



CONTINUITY OF BUSINESS POLICY

A. Short –term absence of clerk

1. A member of Council will be designated as 'deputy clerk' by Chairman to provide essential cover.
2. Telephone – the mobile telephone will be held by the deputy clerk. This is used for incoming calls only. The clerk will ensure that sufficient credit is on the phone to cover message retrieval.
3. Post – this will be dealt with by the clerk, upon their return. If the absence is more than two weeks, the clerk will make arrangements for the post to be passed on to the deputy.
4. Emails – enter webmail and sign on as per instructions and add current password. Emails can then be read. If any require replies these will not then show on account when returning clerk retrieves files therefore it is best to forward email to deputies' own account and reply from there sending copy to Denny Lodge account.
5. The deputy will hold the current cheque and paying-in books. Payments will only be made in an emergency. Receipts will be paid in if absence is longer than two weeks – full details will be required to hand back to clerk upon their return.
6. The Clerk will hand over copy of Council diary to deputy.
7. The Clerk will hand over any urgent pending items to deputy.

B. Long term absence of clerk

1. The deputy will obtain computer and hard files from the Clerk and continue as above but will additionally log planning onto computer files.
2. Arrangements will be made to collect the post from the clerk's home.
3. Council will consider employing a locum clerk.

C. Damage to clerk's home office/equipment

In the event of the clerk's office and/or equipment being damaged making use impossible, Council will provide basic service at another council office and/or a Councillor's home. It may be necessary to purchase replacement equipment.

D. Absence of Chairman

The Vice Chairman will take over all duties of the Chairman.

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