

# *Altarnun Parish Council*

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## *BUSINESS CONTINUITY PLAN REVISED JANUARY 2022*

This plan is revised & adopted 5th January 2022 under minute no. 7/22 by the members of the council as a precautionary measure should the council become unable to meet due to future government restrictions. The plan determines how the council will then make responses to planning applications, make payments and respond to other issues especially in relation to the coronavirus.

It essentially agrees an 'Emergency Scheme of Delegation' to the Clerk acting in consultation with parish council members.

A register of the decisions made under the 'Emergency Scheme of Delegation' will be maintained and it is a statutory requirement that this register is kept for every decision authorised by the Clerk under the Emergency Delegation and is updated regularly on our website.

### **Emergency Scheme of Delegation**

That the Council delegates authority to the Clerk informed by consultation with members of the Council, to take any actions necessary with associated expenditure up to £2500 to protect the interests of the community and ensure council business continuity during the period of the Coronavirus pandemic where it is deemed inappropriate to meet up to & including 31<sup>st</sup> December 2022.

### **Financial Matters**

- i) The following payments can be made without the need for approval at a meeting of the council or a committee:
  - a. Any payment which part of an agreed contractual obligation (e.g. salary and expenses, contractors and suppliers). This is because failure to pay would be a breach of contract or the individual payment is part of budgeted expense.
  - b. Any other budgeted item including approved grants, approved purchases, insurance and any other expenditure previously agreed by the council. There must be an audit trail that the council has already considered and approved the payment.
  - c. Any amount authorised by the Clerk which within the limits set by the Council's financial regulations.
  - d. Any other payment authorised under the Emergency Scheme of Delegation.
- ii) Regardless of the Emergency Scheme of Delegation, members are still responsible for the management of the council's finances in accordance with its financial procedures. Nothing in the Emergency Scheme of Delegation removes

the council's obligations to carry out assurances as normal. It should work with the Clerk/RFO to identify how this can be achieved and recorded.

- iii) The Openness of Local Government Bodies Regulations 2014 require the council to keep a record of any decisions made under delegation, together with the relevant paperwork. The Clerk is therefore advised to keep a register or spreadsheet of the decisions taken, associated expenditure and the reasons for the decision together with any rationale. This may be required at audit in the following year.

<http://www.legislation.gov.uk/ukdsi/2014/9780111113554>

### **Planning Applications**

- i) The clerk will advertise on the council's website links to all planning applications received from the planning authority, offering the public the opportunity to let us know of any views. The notice should give a deadline for public comments to the Clerk in writing (5 working days)  
At the same time the clerk will circulate the list with links to all members of the council.  
This will be done on a weekly basis working in full weeks for managing the planning process.
- ii) At the end of the public opportunity to comment, the clerk will forward a summary of the public comments received to all members (or members of the relevant committee) for member comments for a period of a further 5 working days. Under GDPR, the clerk should not circulate individual responses without the writer's express permission.
- iii) Under the Emergency Scheme of Delegation, the Clerk and appropriate members will agree a council response which identifies relevant material considerations and may give local information or opinion. The draft response is then shared with members for 2 days for any comments, before being sent to Cornwall Council with the following statement:  
*"Due to the restrictions placed on the council as a result of the pandemic Coronavirus, this response represents the opinion of members of Altarnun Parish Council identified through a consultation process and will be ratified at the next appropriate meeting of the council. "*
- iv) The Council's response will then be posted on the council's website.
- v) If the matter is referred back to the council under the 5 day protocol, the Emergency Scheme of Delegation will allow the clerk to take any appropriate action to respond on behalf of the council. As the council's opinion has not been gained through the normal public process, the following reply will be given:

*'due to the restrictions placed on the council as a result of the pandemic Coronavirus, it has been unable to consult further and therefore has nothing further to add'.*