

Managing Clerk Absence Policy

This policy was formally adopted by

St Cleer Parish Council

on

28.05.25

Review Date 28.05.28

ST CLEER PARISH COUNCIL
Policy for management of Clerk Absence

Background

Whilst absence is avoided at all costs there are times, such as illness or external crisis, that means at short order Parish must arrange for Clerk cover for an indeterminate period of time.

It may be that a Councillor is content to step forward on a voluntary basis to undertake the role, but this effective power imbalance in the medium or longer term is not desirable for any parish.

Process

There are both core functions (defined as mission critical):

- Meeting Agendas and Minutes
- Planning
- Precept and AGAR
- Payment of Salaries, NEST and HMRC
- Urgent commissioning (e.g. repairs)
- Payment for contractors not covered by banking arrangements

And secondary functions (defined as possible to delay):

- Actions from the meetings which require interventions
- ITTs, commissioning
- Reports and routine maintenance
- Policy and procedural development or compliance (eg audit work)

Council can manage themselves

The following functions can be managed viz:

Meeting Agendas and Minutes	Informally by a Councillor / Chair (or digital recording of the meetings) as long as the 3 day period is managed for the summons
Planning	This can be agreed with Cornwall Planning
Precept and AGAR	Needs input from a third party
Payment of Salaries, NEST and HMRC	Whyfield accountant handles PAYE, Salaries to be paid online by a Unity Signatory
Urgent commissioning (eg repairs)	If the meeting gives precise delegated authority to an individual councillor to act in the voluntary place of clerk this is acceptable
Actions from the meetings which require interventions	If the meeting gives precise delegated authority to an individual councillor to act in the voluntary place of clerk this is acceptable
ITTs, commissioning	Needs input from a third party
Reports and routine maintenance	Can be pended
Policy and procedural development or compliance (eg audit work)	Can be pended


Professional advice on legal matters

Can be provided by

CALC	CornwallALC Enquiries <enquiries@cornwallalc.org.uk>	01812 272648
Cornwall's Monitoring Officer	Mansell Simon Simon.Mansell@cornwall.gov.uk Or Garraway Eleanor <Eleanor.Garraway@cornwall.gov.uk>	01872 322704 01209 614304
The DPO	Paul Russell <Paul@MicroshadeVSM.co.uk>	07971 253257
Cornwall Legal	'legaldisputeresolution@cornwall.gov.uk' 'legalregulatory@cornwall.gov.uk'	01872 224727
Head of Cornwall Legal	'Stokes Matthew' <Matthew.Stokes@cornwall.gov.uk>	01872 324482 07875654227
Cornwall Planning	Pritchard Davina <Davina.Pritchard@cornwall.gov.uk>	01579 341417

Locums

There are 3 main sources of locums, the advice from SLCC is valid in all cases:

Other parishes	Via CALC – they can manage an appeal or: clerk@lanteglosbyfowey.org.uk ; clerk.deviockpc@btinternet.com ; dobwallstrewpc@btinternet.com ; lyndarigler@tiscali.co.uk ; clerk@polperrocommunitycouncil.gov.uk ; townclerk@lisheard.gov.uk ; looetowncouncil@ymail.com ; clerk@menheniotparishcouncil.co.uk ; clerk@morvalparishcouncil.org.uk ; jancook@pelyntparish.co.uk ; clerk@quethiockparishcouncil.gov.uk ; clerk@stkeyneparishcouncil.org.uk ; stmartinpc1@btinternet.com ; stneotpc@hotmail.co.uk ; t.hoskin@btinternet.com ; warlparish@hotmail.com
CALC	As above
SLCC	<p>I think it's an excellent idea to have arrangements for Locum cover as part of a Council's risk assessment. To find a Locum you can approach Local Council Consultancy by email (consultancy@slcc.co.uk) and ideally your Council would need to have discussed and agreed:</p> <ul style="list-style-type: none"> The number of hours per week the Locum would be required to cover. (Note that most temporary arrangements for a Locum would not and should not require as many hours as being worked by the permanent Clerk – the Locum would probably keep the Council going but not start new tasks). The Council meetings which would require the Locum's attendance (which days of the week and estimated timings). The amount of much work which could be done off-site/at home and how often the Locum would need to attend in person. <p>LCC would endeavour provide a Locum based on the requirement above. Costs are likely to be around £30 per hour plus any travel costs. Locums are in short supply in some areas and demand sometime cannot be met. In the event that LCC could not source a Locum we would help with other avenues within the Local Council sector.</p> <p>I hope this meets your needs.</p> <p>Kind regards</p> <p>Clive</p> <p>Clive Stilwell PSLCC Associate Manager</p> <p> AN SLCC ENTERPRISE</p> <p><small>The Society of Local Council Clerks is a company limited by guarantee, registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA.</small></p>

Passwords and ITC

	Access from
Clerk@stcleerparishcouncil.gov.uk	Email - Webhosting Company
clerkstcleerparishcouncil@gmail.com	Googledrive - Jon Prinn is recovery
Facebook	Sue Harbord and Sue Harbord have access
Xero	Sue Harbord can get editable access via the accountant (minute ref 2025.05.28-20)
HSBC	Bank signatories
Unity Bank	Bank signatories