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| **Business Continuity**  |
|  | **Hazard** | **Risk** | **Impact** | **MMPC Control** | **Responsibility** |
|  | Incapacity of Clerk  | Low | High | Designate a person to temporarily act as Clerk in an emergency.All important information held on file for continuity of Clerk role.All files held centrally on a cloud.Laptop able handed over with passwords if necessary. | All members |
|  | Resignation of the Clerk | Low | High | Undertake succession planning | All members |
|  | Loss or theft of records | Low | Low | All old copies of Minutes prior to electronic use are deposited with the County Records.All current minutes are held on the Council’s website.All records are backed up monthly to a suitable electronic device. | Clerk |
|  | Failure to retain or secure the necessary number of Members for a Council. | Low | High | Maintain an up to date attendance registerAdvertise for an election immediately a vacancy exists.Co-opt Members where no election is held. | ClerkClerkAll Members |
|  | Interrupted delegation of responsibility – Parish Council no longer quorate. | Low | High | All responsibilities are delegated to the clerk until a quorate number of councillors are available. | Clerk |
| **COVID -19 Business Continuity**  |
|  | **Hazard** | **Risk** | **Impact** | **MMPC Control** | **Responsibility** |
|  | Inability to attend meetings | Low | High | Use email or Skype communication: Either hold Skype meetings or clerk emails requirements to all councillors. Decisions made via email.  | All members |
|  | A quorate of councillors do not respond to the Skype meeting request or emails with 48 hours. | Low | High | All responsibilities are delegated to the clerk. | Clerk |
|  | Bank Payments are not authorised for payment. | Low | High | All councillors have been made signatories with Lloyds Bank (in progress 26/03/2020). | All members |

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