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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 register  Advertise for an election immediately a vacancy exists.  Co-opt Members where no election is held. | Clerk  Clerk  All 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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