



Desborough Town Council Business Continuity Risk Assessment (COVID-19)

Topic	Risk identified	Risk		Management of risk	Action				Mitigating Factors
		H/M/L	Impact		Cllrs	TC	RFO	FC	
Council meetings	Unlawful to meet in accordance with Government order.	Med	Med	<ul style="list-style-type: none"> Legislation should be in place. Notice on noticeboard / office building if possible, information on website. 		✓		✓	<ul style="list-style-type: none"> No meetings convened. Urgent decisions dealt with by temporarily expanded Delegation Scheme, non-urgent decisions deferred/delayed. Staff working from home if appropriate / necessary rather than office based.
	Unwise to meet	High	Med	<ul style="list-style-type: none"> Close monitoring of situation in Northamptonshire / Leicestershire Advice from Healthcare Professionals and professional organisations 		✓		✓	<ul style="list-style-type: none"> Only necessary meetings convened. Urgent decisions dealt with by temporarily expanded Delegation Scheme, non-urgent decisions deferred/delayed.
	Council allowed to meet but no quorum	Med	High	<ul style="list-style-type: none"> Council quorum is 4 Cllrs. Planning for early presentation of non-delegated items. 		✓		✓	<ul style="list-style-type: none"> Councillors to follow national advice on avoiding infection. Urgent decisions dealt with by temporarily expanded Delegation Scheme, non-urgent decisions deferred/delayed.
	Council allowed to meet but no staff	Med	Med	<ul style="list-style-type: none"> Staff to follow national advice on avoiding infection. 					<ul style="list-style-type: none"> Councillors to follow national advice on avoiding infection. Provisions for service from locum / another Council

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Staff not available	Self-isolating for seven or fourteen days	High	High	Provisions for service from locum / another Council		✓	✓	✓	<ul style="list-style-type: none"> • Staff to follow national advice on avoiding infection. • If possible, take sufficient resources to enable working from home. • Appointment of temporary cover (for example for meetings).
	Unable to work longer term	Med	High	Broad provisions in place for service from locum / another Council's Clerk, or other competent person.	✓			✓	<ul style="list-style-type: none"> • Staff to follow national advice on avoiding infection. • If possible, take sufficient resources to enable working from home. • Appointment of temporary cover (for example for meetings), a locum or locum service (for longer periods), and an Acting Proper Officer if necessary.

Key:
Cllrs - Councillors
TC - Town Clerk
RFO - Responsible Financial Officer
FC - Full Council

This document was considered by Desborough Town Council on 19 March 2020