

NEWTON ABBOT TOWN COUNCIL



Council Risk Management And Business Continuity Plan

Date of adoption	2011
Reviewed	09/11/2011, 27/02/2013, 25/01/2016, 07/09/2016, 25/07/2018, 05/06/2019; 30/06/2021; 01/06/2021; 08/06/2022, 07/06/2023.
Next Review Date	June 2024
Reviewed By	Full Council

Risk Management

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

Newton Abbot Town Council (NATC) recognises it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving goals and objectives and to maximise the opportunities to achieve its vision. This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Integrate risk management into the culture of the Council.
- Identify the areas to be reviewed.
- Identify what the risk may be and manage the risk in accordance with best practice.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.
- Inform policy and operational decisions by identifying risks and their likely impact.

These objectives will be achieved by:

- Establishing clear roles, responsibilities and reporting lines within the Council for risk management.
- Providing opportunities for shared learning on risk management across the Council.
- Providing risk management training opportunities.
- Effective communication with, and the active involvement of, employees
- Continual monitoring, recording and reporting.

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	<p>A business continuity plan has been adopted and is included within this document,</p> <p>IT equipment installed to ensure that council office can continue to operate from any location subject to internet connection.</p> <p>Back up of files will be kept online in a secure location.</p>	<p>Draft, consider, adopt and review plan as necessary.</p> <p>Plan updated March 2020 to include Pandemic Covid-19 risk to public health and the closure of Newton's Place</p> <p>Review annually</p>
Precept	<p>Adequacy of precept</p> <p>Requirements not submitted to TDC</p> <p>Amount not received by TDC</p>	<p>L</p> <p>L</p> <p>L</p>	<p>To determine the precept amount required, the Council regularly receives budget update information, and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Teignbridge District Council. This figure is submitted by the Clerk in writing to TDC.</p>	<p>Existing procedure adequate.</p> <p>Regular review of Financial Regulations</p>
Financial records	Inadequate records	L	The Council has adopted Financial Regulations which set out the requirements.	Existing procedure adequate.

APPENDIX E

	Financial irregularities	L	Monthly reconciliations are carried out	Review the Financial Regulations when necessary.
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques, and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the Deputy Town Clerk reconciles the bank accounts once a month when the statement arrives, these are dealt with immediately by informing the bank and awaiting their correction.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list, when necessary, especially after an Annual Meeting and an election. Monitor the bank statements monthly.
Cash	Loss through theft or dishonesty	M	The Council has Financial Regulations which set out the requirements. Cash received is banked within 3 banking days. There is a small petty cash float which is kept in a locked keypad safe. Only the Town Clerk, RFO and Admin Assistant have access to the Petty Cash	Existing procedure adequate. Review the Financial Regulations when necessary.
Reporting and auditing	Information communication Compliance	L M	A monitoring statement is produced regularly before each F & A Cttee meeting with the agenda, discussed and approved at the meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank.	Existing communication procedures adequate. Council appoints and independent auditor annually.

APPENDIX E

			Council should regularly audit internally to comply with the Fidelity Guarantee.	
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L L L L L	The Council has adopted Financial Regulations which set out the requirements. Councillors check each invoice against the cheque book and associated paperwork and initials the invoices when signing. The Council has minimal stocks, these are checked and monitored. Unpaid invoices to the Council are pursued and where possible, payment is obtained in advance.	Existing procedure adequate. Review the Financial Regulations when necessary.
Grants and financial support - payable	Power to pay Authorisation of Council to pay	L L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the LGA 1972, S137 power of expenditure, together with the General Power of Competence, (GPC), where applicable.	Existing procedure adequate. S137 and GPC rules applied if required.
Grants - receivable	Receipts of Grant	L	The Council does not presently receive any regular grants. Ad hoc grants would come with terms and conditions to be satisfied e.g. Urban Aid.	Procedure would need to be formed, if required.
Charges - rentals payable	Payments of charges, leases, rentals etc.	L	The Council leases pieces of land - invoices payable for the rental amounts are entered into the normal payment system for authorisation.	Existing procedure adequate.
Charges – rentals etc.	Receipt of rental	L	The Council leases the Bradley Community	Existing procedure

APPENDIX E

receivable	Insurance implication	M	<p>Centre on a peppercorn rent. The Lessor is responsible for insurance liability.</p> <p>The Council leases a storage facility at Wharf Road. The Council is responsible for insurance liability.</p>	<p>adequate.</p> <p>Ensure payment and copy of insurance document received.</p>																
Best value Accountability	Work awarded incorrectly	L	<p>Financial Regulations require the Council to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.</p>	<p>Existing procedure adequate.</p> <p>Consider when reviewing Financial Regulations.</p>																
	Overspend on services	M			Salaries and associated costs	Salary paid incorrectly	L	<p>The Council authorises the appointment of all employees through the Staffing Sub-committee. Salary rates are reviewed annually and applied on 1 April each year. Salary analysis and slips are produced by the DCK Payroll Service monthly, together with a schedule of payments to the HMRC (for Tax and NI). The Council pays for this service.</p>	<p>Existing appointment and payment system is adequate.</p>	Wrong hours paid	L	Wrong rate paid	L	False employee	L	<p>All applicants for employment must provide an NI number and evidence upon interview.</p>	Wrong deductions of NI or Tax	L	<p>The Tax and NI is arranged through DCK Payroll Service. All Tax and NI payments are submitted in the HMCR Annual Return.</p>	Unpaid Tax & NI
Salaries and associated costs	Salary paid incorrectly	L	<p>The Council authorises the appointment of all employees through the Staffing Sub-committee. Salary rates are reviewed annually and applied on 1 April each year. Salary analysis and slips are produced by the DCK Payroll Service monthly, together with a schedule of payments to the HMRC (for Tax and NI). The Council pays for this service.</p>	<p>Existing appointment and payment system is adequate.</p>																
	Wrong hours paid	L																		
	Wrong rate paid	L																		
	False employee	L				<p>All applicants for employment must provide an NI number and evidence upon interview.</p>														
	Wrong deductions of NI or Tax	L	<p>The Tax and NI is arranged through DCK Payroll Service. All Tax and NI payments are submitted in the HMCR Annual Return.</p>																	
Unpaid Tax & NI																				

APPENDIX E

	contributions to the Inland Revenue		<p>The Facilities Maintenance Officers submit time sheets as appropriate containing hours, tasks. These are checked and initialled by the Deputy Town Clerk and submitted into the records.</p> <p>All employees have a contract of employment and job description.</p>	
Employees	<p>Loss of key personnel</p> <p>Fraud by staff</p> <p>Actions undertaken by staff</p> <p>Health & Safety</p>	<p>M</p> <p>L</p> <p>L</p> <p>M</p>	<p>Reference to the Continuity Plan should be made in case of loss of key personnel.</p> <p>The requirements of the Fidelity Guarantee insurance to be adhered to with regard to Fraud.</p> <p>All staff should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.</p> <p>The Facilities Maintenance Officers should be provided with adequate direction and safety equipment needed to undertake the roles, i.e. Personal Protective Equipment (PPE), clothing and training.</p>	<p>Existing procedure adequate.</p> <p>Purchase revised books.</p> <p>Membership of the SLCC.</p> <p>Monitor working conditions, safety requirements and insurance regularly.</p>
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are currently allocated to Town Councillors.	No procedure required.
Election costs	Risk of an election cost	L/M	An amount should be budgeted for and placed in earmarked reserves each year to provide for an election year. When an election is due the Clerk	Financial contingency & contribution required.

APPENDIX E

			<p>will obtain an estimate of costs from the District Council for a full election and an uncontested election.</p> <p>There are no measures which can be adopted to minimise the risk of having a contested by-election as this is a democratic process and should not be stifled. However, the 25% included each year for a full election could be used as a contingency for the intervening period.</p>	
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements and has an accounting package which assists accuracy.	Existing procedure adequate.
Annual return/accounts	Submit within time limits	L	<p>Employer's Annual Return is completed and submitted online, and regular VAT assessments are submitted to the HMRC within the prescribed time frame.</p> <p>AGAR part 3 is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within the time limit.</p>	Existing procedures adequate.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Town Council to be resolved and minuted at Town Council meetings and committee/sub-committee meetings as appropriate in relation to their respective delegations.	Existing procedures adequate.
Minutes/Agendas/Notices	Accuracy and	L	Minutes and agenda are produced in the	Existing procedures

APPENDIX E

Statutory documents	legality Business conduct	L	prescribed method by the Principal Administrator and adhere to the legal requirements. Minutes are approved and signed at the next appropriate meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings is managed by the Chair. The Council has adopted Standing Orders to regulate business at meetings of the Council and its committees/sub-committees.	adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct.
Members interests	Conflict of interest Register of Members interests	L M	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. Register of Members Interest forms to be reviewed regularly by Councillors.	Existing procedure adequate. Members take responsibility to update their Register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	M/H M/H M/H	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place through a broker. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place. Review costs annually.	Existing procedure adequate. Review insurance provision annually. Review of compliance.

General Data Protection Regulations	Policy Provision	L L	The Council is registered with the Information Commissioner's Office and has taken the relevant steps to become GDPR compliant after its introduction in May 2018.	Ensure annual renewal of registration, together with renewal of associated policies, where applicable.
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. There have been no requests for information to date, but the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours, but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the FOI Act.

Physical Assets or Equipment				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate.
Maintenance	Poor performance of assets or amenities Loss of income or performance	M L	All assets owned by the Council should be regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Town Council. All assets are	Review maintenance budgets. Ensure inspections strategy adopted.

APPENDIX E

	Risk to third parties	M	<p>insured and reviewed annually.</p> <p>All public amenity land should be inspected regularly by town council employees.</p> <p>An adequate maintenance budget should be made available for all the Council's assets, owned or leased.</p> <p>An adequate monitoring strategy should be adopted to ensure regular inspections are carried out.</p>	
Noticeboards	<p>Risk/damage/injury to third parties</p> <p>Roadside safety</p>	<p>L</p> <p>L</p>	<p>The Council has various notice boards/information kiosks sited around the town. All locations have approval by relevant parties, insurance cover, inspected regularly by the Facilities Maintenance Officers- any repairs/maintenance requirements are brought to the attention of the Council. Keys held at the Newton's Place</p>	Existing procedure adequate.
Street furniture	Risk/damage/injury to third parties	<p>H</p> <p>L</p>	<p>The Council is responsible for various seats/benches around the town and which are covered by insurance. The amount of street furniture the responsibility of the Council is likely to increase (the Town Gates). An asset management reporting schedule is in use whereby the Facilities Maintenance Officers carry out regular inspections of all assets and all reports of damage or faults are reported to Council and subsequently addressed.</p>	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	<p>L</p> <p>M</p>	<p>The Council Meetings are held at the Newton's Place. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.</p> <p>Fire Wardens have been appointed and undertaken</p>	Existing location adequate.

			<p>relevant training. Weekly tests of the fire alarm system are carried out and recorded.</p> <p>Fire evacuation practices are carried and recorded out periodically.</p> <p>First Aiders have been appointed and trained.</p>	
Council records - paper	Loss through: theft fire damage	L M L	<p>The Council records are stored at Newton's Place. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc.</p> <p>Documents are in a fireproof cabinet and older more historical records in the storeroom are secured in the roof space, accessed via the Plant Room.</p>	Damage (apart from fire) and theft is unlikely and so provision adequate. Consideration should be given to Deeds/leases being copied and stored off-site.
Council records - electronic	Loss through: Theft, fire, damage, corruption of computer	L/M	The Council's data is stored in the Cloud and monitored/managed by Alchemy Systems Ltd.	In case of loss of Newton's Place, alternative premises with internet access could allow the Town Council to operate on a limited basis. All employees are able to work from home.

In the event that there can be no access to Newton's Place the Council can continue to operate working remotely with minimal impact on service provision.

The following arrangements include specific measures to manage:

Council Activity that must continue during Newton's Place shutdown	Process to be put in place
Responding to phone calls	The Council telephone system operates on Voice over Internet Protocol (VoIP). All staff can answer telephones while working remotely.
Responding to emails	The Council data is cloud based. All staff can work remotely.
Invoice Payments	The Deputy Clerk (RFO) to collect and process the post and invoices as they arise. A scanned image or photo of the invoice for payment to be shared with the Clerk for authorisation of payment. Once prepared for payment the scanned image of invoice to be shared with two councillors (from the following, to include the Mayor, Deputy Mayor, Chairperson of Finance, Vice Chairperson of Finance). Once authorised the RFO would process the bank payments from home.
Salary/Wage Payments	Once a month – the Deputy Clerk would process any timesheets, wage claims and salary authorisations and forward to DCK Payroll for payments to be made direct to staff. Staff can access their Payslips online.
Social Media Communication	The Mayor's Secretary (and Events Co-ordinator) working remotely will monitor and update the website and social media sites as required. To publish notices, updated information or notice of meetings/events and or cancellations as required.
Council Activities cancelled	Action Required:
Full Council, Annual Council, Committees and Working Groups	Town Clerk to inform Mayor, Principal Administrator to advise Members and Mayor's Secretary to publish on Council Website
Room Bookings Cancelled	Hirers to be notified and Mayor's Secretary to put statement on Council Website and social media. Refunds rules for hirer's deposits to be relaxed.
Council Events Cancelled	Events Co-ordinator to liaise with Chairperson of Events Sub-Committee and to notify traders

	involved and cancel services booked for the events. Mayor's Secretary to put statement on Council Website and post on social media.
Mayoral Functions	Mayor's Secretary to contact event organisers and give Mayor's apologies.

Business Continuity Plan

Scope

The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption.

This Plan provides the framework in order for the Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed of necessary changes to service delivery.

Core Business of the Council

The Council provides a Town Council service to its electorate which includes the provision of:

- Maintenance of various footpaths/seats in and around Newton Abbot.
- Use and maintenance of the Town Quay, off Brunel Road.
- Maintenance of and planting sites within Town Centre
- Marketing, operation and maintenance of St Leonards Clock Tower (including the bells) Wolborough Street.
- Shop Improvement Grants
- Maintenance and provision of bus shelters.
- Provision of allotment areas through the Newton Abbot & District Allotments Association.
- Newton Abbot Museum
- Organisation of various events and product placement opportunities.
- Various grants to local organisations, including environmental grants. For an application form please visit: <https://www.newtonabbot-tc.gov.uk/council/services/grants/> or email: info@newtonabbot-tc.gov.uk
- Statutory consultee to the District Planning Authority on Major and all other planning applications.

- Consultee on all applications for naming of streets and numbering of houses and various services provided by the District Council.
- Street furniture – Wolborough Street/ Courtenay Street/ Bank Street/Highweek Way.
- Owner of Victoria Gardens.
- Owner of St Leonard’s Tower
- Maintenance of public conveniences at Newfoundland Way
- Maintenance of Devon County Council footpaths under the P3 Scheme
- Owner of Weedtech weeding machine to enable our Facilities Maintenance Officers to tackle and maintain areas within the town.
- Maintenance of Golden Lion Square.
- Contribution to the running costs of the CCTV system and the representation on the Newton Abbot Security Trust.

Risks - Which could invoke the Continuity Plan

National Disasters/Weather Related Problems

- ✦ Fire
- ✦ Flood
- ✦ Pandemic or Epidemic restricting movement and the economy

Failures

- ✦ Equipment
- ✦ Services

Losses

- ✦ Staff through resignation
- ✦ Staff through death
- ✦ Staff through long-term injury/sickness
- ✦ Staff through death or serious injury whilst working for the Council
- ✦ Equipment theft, breakage, loss or major damage
- ✦ Pandemic flu or virus [Emergency planning - Teignbridge District Council](#)

Council Contacts

Position	Name	Address	Tel Nos
Mayor	David Corney-Walker	Redacted	Redacted
Deputy Mayor	Alex Hall	Redacted	Redacted
Town Clerk	Philip Rowe	Redacted	Redacted
Deputy Town Clerk	Samantha Scott	Redacted	Redacted
Town Development Manager	Sally Henley	Redacted	Redacted
Town Council Facilities Maintenance Officers	Tony Little Steven Ryan David Samson	Redacted	Redacted
Chair – F & A Cttee	Colin Parker	Redacted	Redacted
Chair- P & R Cttee	Mike Joyce	Redacted	Redacted
Chair – Planning Cttee	Mike Joyce	Redacted	Redacted
Chair – Community & Heritage Cttee	Louise Cooke	Redacted	Redacted
Chair – Events Sub-Cttee	TBC	Redacted	Redacted
Chair – Community Engagement Group	TBC	Redacted	Redacted

Emergency Contacts (key DCC = Devon County Council: TDC = Teignbridge District Council: NATC = Newton Abbot Town Council: EA = The Environment Agency)

Contact For/Work	Name	Organisation /Location	Tel Nos
Emergency repairs for street furniture, notice boards	NATC Facilities Maintenance Officers	NATC	Redacted
Roads, pavements, street signs etc	Roads – https://www.devon.gov.uk/roadsandtransport/maintaining-roads/	DCC	

APPENDIX E

	<p>Pavements – Roads and transport (devon.gov.uk) https://www.devon.gov.uk/roadsandtransport/report-a-problem/</p> <p>Street Signs – https://www.devon.gov.uk/roadsandtransport/report-a-problem/ Roads and transport (devon.gov.uk)</p> <p>DCC reception – 0345 155 1015</p>		
Boarding up or emergency repairs to buildings/ etc	<p>TDC – Design & Property Services 01626 361101 Out of hours: 01626 361101 Calls will be answered by Home Safeguard</p>	TDC	
Trees fallen/broken	<p>DCC Roads & Transport - 0345 155 1014 DCC reception – 0345 155 1015</p>	TDC/DCC (roads)	
Emergency repairs for play equipment	<p>TDC – Design & Property Services 01626 361101 Out of hours: 01626 361101 Calls will be answered by Home Safeguard</p>	TDC	
Waste or rubbish collections, fly-tipping	<p>Enquiries regarding wheeled bins, boxes & bags – TDC – 01626 361101 Recycling and waste - Teignbridge District Council Reporting fly tipping – TDC Report flytipping - Teignbridge District Council</p>	TDC	
River related emergencies	<p>Estuaries Office – TDC – Graham Smith gsmith@teignbridge.gov.uk</p>	TDC	
Flood	<p>Environment Agency Floodline – 0345 988 1188 (24 hour service)</p> <p>South West Water – Public Sewer Maintenance – 0344 346 2020 (Public foul & surface water sewers)</p>	EA TDC	

APPENDIX E

	Devon County Council – Highway Drainage – 0345 155 1004 (Highway flooding & blocked gullies) https://new.devon.gov.uk/roadsandtransport/maintaining-roads/flooding-and-drainage/ Teignbridge Drainage Team – 01626 361101 (After hours – 01395 516854) (Sandbag collection)	DCC	
Major spillages	Environment Agency – 0370 850 6506 DCC Highways - 0345 155 1004 or out of hours - 0345 155 1008 DCC reception - 0345 155 1015	DCC/EA	
Electrical//Gas Emergencies	Western Power 0800 096 3080 Gas Emergency Number 0800 111 999 (1)		0800 096 3080
Reports of crime emergency	Newton Abbot Police Station	Newton Abbot Police Station Crime Stoppers	101 0800 555 111
Death of an employee whilst on Council business	Health & Safety Executive (HSE)	Health & Safety Executive (HSE)	Emergency: 0151 922 9235 Or Email through www.hse.gov.uk .uk
Pandemic Flu/virus	Follow Government Advice, DCC and TDC websites for local updates on service changes and support for vulnerable groups www.gov.uk/coronavirus		

Council Business Recovery Map

TIMELINE	MINIMISE IMPACT	24 HOURS	WITHIN 7 DAYS	WITHIN 1 MONTH	WITHIN 3 MONTHS
Recovery Steps Area		Immediate Response & Actions	Management Response	BUSINESS CONTINUITY Rebuild Confidence	
Loss of Clerk due to sudden or long-term illness, incapacity or death	Ensure staff team are aware of their responsibilities. Ensure all key tasks are listed. Access to log in details, passwords and keys	Inform Mayor Inform Chair F & A Cttee	Decide on temporary cover. Strategy Contact DALC for locum opportunities	Review position and procedure for improvements and begin recruitment procedures.	Provide replacement
Loss or serious injury to member of staff whilst carrying out Council duties	Ensure staff are trained and understand their duties with regard to H&S	Inform Mayor Inform Chair F & A Cttee	Decide on temporary cover. strategy and answer to the HSE	Review position and procedure for improvements	Provide replacement.

APPENDIX E

	<p>regulations.</p> <p>Ensure duties/tasks for each member of staff/job role are documented with clear tasks and information.</p> <p>Ensure risk assessments are routinely carried out and reviewed.</p>	Inform HSE			
Loss of Clerk (or member staff) due to resignation or dismissal	Ensure duties/tasks for each member of staff/job role are properly documented with clear task flows and information	<p>Inform Mayor</p> <p>Inform Chair F & A Cttee</p>	Decide on temporary cover strategy and/or begin recruitment procedures	Review position and procedure for improvements	Provide replacement
Loss of Councillors due to multiple resignations (causing Council to be inquorate)		<p>Clerk to inform remaining Councillors and staff</p> <p>Clerk to inform Teignbridge District Council's Monitoring Officer</p>	Teignbridge District Council to advise on temporary working strategy for Council business to be maintained followed by the instigation of a by election or co-option procedure	Council to review procedures for recruitment of Councillors	Co Option
Loss of 'important'	Ensure Council	Inform Mayor	Review position	Report incident to	Review position

APPENDIX E

<p>Council documents due to fire, flood, theft or other causes</p>	<p>documents are stored securely in fire/flood proof cabinets</p> <p>Provide secure storage of paper documents</p> <p>Ensure backup copies of paper documents available i.e., electronic version, copy stored at an alternative location, copies obtainable from bank etc</p>	<p>Retrieve originals from off-site location and re-copy</p> <p>(If that is the decision reached by the Council for future custody)</p>		<p>the F & A Cttee</p>	<p>and procedure for improvements</p>
<p>Loss of Council computer files due to fire, flood, hardware breakdown, Corruption or theft</p>	<p>Ensure virus software is up to date.</p> <p>Ensure online data protected by robust passwords which are regularly updated.</p> <p>Ensure data is regularly backed up.</p>	<p>Inform Mayor</p> <p>Inform Chair F & A Cttee</p> <p>Report theft to the Police</p> <p>Inform Insurers</p>	<p>Contact Alchemy Systems Ltd.</p>	<p>Report incident to the F & A Cttee</p>	<p>Review position</p>

APPENDIX E

<p>Loss of Council equipment due to theft or breakdown</p>	<p>Maintain adequate insurance cover.</p> <p>Ensure regular maintenance is carried out.</p> <p>Regularly review security arrangements</p> <p>Employ specialist IT contractor to manage/oversee IT service provision.</p>	<p>Report theft to the Police</p> <p>Inform Insurers</p> <p>Inform Mayor</p>	<p>Decide if equipment needs instant replacement</p>	<p>Report incident to the F & A Cttee</p>	<p>Review position</p>
<p>Loss of Newton's Place due to fire, flood or other disaster</p>	<p>Maintain adequate insurance cover.</p> <p>Carry out Fire Risk Assessment</p>	<p>Inform Insurers</p> <p>Inform Mayor</p>	<p>Contact Teignbridge District Council/Devon County Council for temporary access to office space and ICT equipment.</p> <p>Inform Alchemy Systems (Western) Ltd that backup equipment and files required.</p> <p>Install backup files on temporary or replacement equipment.</p>	<p>Review position and procedure for replacement premises</p>	<p>Institute rebuilding programme</p>

APPENDIX E

Newton's Place Shutdown due to Government Advice		<p>Inform Mayor Inform Insurers</p> <p>Follow Government Advice to shutdown</p>	Staff to work from home.	Review position based on government advice. Adapt working practices to comply with government advice	Review position based on government advice - extend working practices as needed
Restricted Use of Newton's Place due to Government Advice	Follow Government Advice	Follow Government Advice on social distancing within building	Arrange for staff to work rota pattern to reduce cross over and provide PPE for staff and visitors	Review position based on government advice adapt staff rota to keep within guidelines but provide cover for services to public	Review position based on government advice - extend working practices as needed