

Stanway Parish Council

Key Person Risk Management Matrix

CLERK

TYPE / PERIOD OF INCAPACITY

<-----MILD-----MODERATE-----SEVERE----->

<u>SCENARIO</u>	TEMPORARY < 1 MONTH	SHORT TERM < 3 MONTHS	MEDIUM TERM 3 - 6 MONTHS	LONG TERM 6 - 12 MONTHS	PERMANENT > 12 MONTHS	
<u>MITIGATION</u>	DEFER/CANCEL/ HOLD MEETINGS	DEFER/CANCEL HOLD MEETINGS	HOLD MEETINGS	HOLD MEETINGS	HOLD MEETINGS	<u>REQUIREMENTS</u>
AGENDA + PUBLICATION w/REPORTS	DEP. CLERK OR CA	DEP. CLERK OR CA	(TEMP) DEP. CLERK	TEMP. DEP. CLERK	NEW CLERK	AGENDA TEMPLATES ACCESS TO WEBSITE ACCESS TO SCRIBE SOFTWARE ACCESS TO PAYDASHBOARD
MINUTE-TAKING	DC/CA OR NOMINATED COUNCILLOR	DC/CA OR NOMINATED COUNCILLOR	(TEMP) DEP. CLERK	TEMP. DEP. CLERK	NEW CLERK	NOTEPAD
MINUTE WRITING + PUBLICATION ON WEBSITE w/REPORTS	DC/CA	DC/CA	(TEMP) DEP. CLERK	TEMP. DEP. CLERK	NEW CLERK	MINUTE TEMPLATES ACCESS TO WEBSITE
PAYMENTS (INC. SALARY & PAYE)	DEFER OR DEPUTY CLERK	SET UP BY DEPUTY CLERK	(TEMP) DEP. CLERK	TEMP. DEP. CLERK	NEW CLERK	CHEQUEBOOKS ACCESS TO UNITY & PAYDASHBOARD APPS

TYPE / PERIOD OF INCAPACITY

-----MILD-----MODERATE-----SEVERE----->

SCENARIO

TEMPORARY

SHORT
TERM

MEDIUM
TERM

LONG
TERM

PERMANENT

< 1 MONTH

< 3 MONTHS

3 - 6 MONTHS

6 - 12 MONTHS

> 12 MONTHS

MITIGATION

REQUIREMENTS

FINANCIAL
REPORTS

DEFER OR
PRODUCED
BY DEP. CLERK

PRODUCED
BY DEP.CLERK

(TEMP) DEP.CLERK

TEMP.DEP.CLERK

NEW CLERK

ACCESS TO SCRIBE
BANK STATEMENTS

REPORTS

DEFER OR
PRODUCED
BY DEP.CLERK

PRODUCED
BY DEP. CLERK

(TEMP) DEP. CLERK

TEMP.DEP. CLERK

NEW CLERK

ACCESS TO WPC STATIONERY
ACCESS TO SOURCE MATERIAL

FILING

DEFER OR
BY DC/CA

BY DC/CA

(TEMP)DEP. CLERK

TEMP.DEP.CLERK

NEW CLERK

ACCESS TO CLERK'S OFFICE

CORRESPONDENCE

DEFER OR
BY DC/AC

DEP.CLERK

(TEMP) DEP. CLERK

TEMP.DEP.CLERK

NEW CLERK

ACCESS TO SPC EMAIL / MAIL

PLANNING APPLICATIONS
/DECISIONS
(FROM/TO CBC)

CLERK'S
ASSISTANT

CLERK'S
ASSISTANT

CLERK'S
ASSISTANT

CLERK'S
ASSISTANT

CLERK'S
ASSISTANT

ACCESS TO SPC EMAIL
FORWARDING OF CBC
CORRESPONDENCE
ACCESS TO CBC PLANNING

TYPE / PERIOD OF INCAPACITY

<-----MILD-----MODERATE-----SEVERE----->

SCENARIO

TEMPORARY	SHORT TERM	MEDIUM TERM	LONG TERM	PERMANENT
< 1 MONTH	< 3 MONTHS	3 - 6 MONTHS	6 - 12 MONTHS	> 12 MONTHS

MITIGATION

REQUIREMENTS

**ANNUAL ACCOUNTS
AND AUDIT**

DEP.CLERK	DEP. CLERK	(TEMP) DEP.CLERK	TEMP.DEP.CLERK	NEW CLERK
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**ACCESS TO CLERK'S OFFICE
SCRIBE, CALENDAR &
AUDITOR CORRESPONDENCE**

**OTHER
REGULATORY
REQUIREMENTS**
(E.G. ANNUAL POLICY REVIEWS)

DEFER OR BY DC/CA	BY DC/CA	(TEMP)DEP. CLERK	TEMP.DEP.CLERK	NEW CLERK
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