**HENFIELD PARISH COUNCIL BUSINESS CONTINUITY RISK REGISTER**

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|  | **Risk** | Trigger /Nature of risk | Consequence | Likelihood | Impact to Council | **Existing controls, Precautions, procedures.** | Action Required (including timescale) | **Risk Rating (Net)** | **Next Review date** |
| 1 | **Council Finances** | Financial irregularity by HPC member or HOC staff  Fraudulent record keeping  Misuse of HPC funds  Loss of deposits due to problems in banking industry | Loss of HPC funds leading to insolvency  Unable to pay staff/ contractors  Unable to honour financial commitments | Medium | High | Internal Financial Controls in place reviewed by Parish Council annually  Online banking covered in financial regulations  Fidelity Guarantee Insurance - £600K in place.  Accounts audited annually.  Accounts audited independently externally annually  Weekly audit checks of On line banking  Deposits distributed between 3 banks  Monthly review of bank reconciliation by Committee |  | Low |  |
| 2 | **Loss of access to Parish Office** | Partial building damage to Henfield Hall  Localised fire or damage in Parish Office | No access to Parish records  Staff temporarily unable to access work location | Medium | Medium | On line banking records financial transactions  HPC back up via NAS and the CLOUD  Plan of cemetery plot stored away from building  Cemetery information stored & managed on line  All staff can work remotely off site |  | Low |  |
| 3 | **Loss or damage of HPC records/ property** | Fire  Theft  malicious damage  Loss of computerised  Records  Loss of burial records kept in Parish Office  Theft of, or damage to, Museum artefacts | Significant impact on Key Parish administration  and records | Low | High | Offices alarmed.  Financial back up stored off site  Insurance for contents including chain of office.  Valuables held in safe or bank box.  On line banking records financial transactions  New HPC back up via NAS and the CLOUD  Old records transferred to County Archives.  Cemetery records online  Museum volunteer on duty all times open to public  Museum secure entrance doors, CCTV & Items Insured |  | Low |  |
| 4 | **Loss of people** | Unavailability of staff for lengthy period  Staff sickness  Unexpected resignation | Key Parish administration is late or not competed  Financial commitments not met  No record keeping | Low | Medium | Record of priority tasks  Procedures in place for key tasks e.g payroll  SALC local council support available  Cemetery records online - Epitaph (online support available from Epitaph  Record of passwords etc. accessible by Chair Vice Chair of HPC |  | Medium |  |
| 5 | **Loss of building - Henfield Hall** | Permanent loss of Parish office & records due to substantial building damage/hazard | As per Risks 2 & 3  Long term loss of meeting facilities  Loss of Museum artefacts | Low | High | Existing Fire precautions in place for Henfield Hall  Hall have appointed a H&S rep  Hall & Office alarmed for fire & intruders  Business Continuity Plan for key HPC responsibilities & deliverables  Museum Emergency Disaster Plan (includes evacuation)  Museum Items Insured and Fire alarm fitted – alerts monitoring station  Museum signed up to services of emergency response team |  | Medium |  |
| 6 | **Management of HPC** | Lack of sufficient Council members  Insufficient number of new councillors  Lack of sufficient skills to discharge responsibilities | Parish Council unable to fulfil statutory  obligation  Existing /future project at risk due to insufficient skills | Medium | Medium | Job description for Parish Councillors  Procedure for recruiting new councillors  HDC can appoint temporary councillors in the interim  Awareness via social media & website in regard to the role of HPC  Ability of Council to function remotely e.g. Zoom |  | Medium |  |
| 7 | **Loss of reputation/ Bringing the Council into disrepute** | Major event leading to significant media & public attention on Parish Council  Adverse Behaviour of a Parish Councillor or staff | Loss of confidence in  Parish Council & Staff    Parish Office overwhelmed by press/ public attention -resulting in the  work of the Parish Council being disrupted  Event compounded by poor or inappropriate communication  Council & staff resignations | low | Medium (short term) | Sound financial controls in place.  Parish Council Code of Conduct.  2 Councillors are Media trained  HPC Emergency Plan detail key communication contacts |  | low |  |
| 8 | **Data Protection (GDPR 2108)** | Breach of GDPR regulations/  Failure to meet Breach deadlines  Excessive Subject Access / Freedom of Information Requests | Adverse publicity  Potential financial penalty  Parish Office overwhelmed and Parish administration disrupted | Low | Medium | Parish Clerk GDPR trained  - Staff and councillors trained  Parish registered with ICO  In place  Information retention schedule  - Data protection Policy  - GDPR consent form  - FOI and Subject Access Process |  | Low |  |
| 9 | **Community**  **Resilience** | Localised event leading to significant Community disruption | Need for HPC resources/  funding to be made available to support the community | Low | Medium | General Reserves available to supplement funding  Community Resilience Framework  Flexible staff working  Key Partners identified |  | low |  |

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| Issue 1 | October 2016 | Original document |
| Issue 2 | February 2018 | Amended after audit |
| Issue 3 | February 2019 - | Amended after Annual audit |
| Issue 4 | February 2020 | Amended after Annual audit |
| Issue 5 | February 2021 | Amended after Annual audit and COVID 19 lessons learnt |
| Issue 6 | February 2022 | Amended after Annual audit |
| Issue 7 | February 2023 | Amended after Annual audit |
| Issue 8 | March 2024 | Amended after Annual audit |