

HENFIELD PARISH COUNCIL BUSINESS CONTINUITY RISK REGISTER

DATE OF AUDIT 8/2/22 NEXT REVIEW DUE – Q4 2023

AUDITED BY

B. Boddy

	Risk	Trigger /Nature of risk	Consequence	Likelihood	Impact to Council	Existing controls, Precautions, procedures.	Action Required /notes	Risk Rating (Net)	Next Review date
1	Council Finances	<p>Financial irregularity by HPC member or HOC staff</p> <p>Fraudulent record keeping</p> <p>Misuse of HPC funds</p> <p>Loss of deposits due to problems in banking industry</p>	<p>Loss of HPC funds leading to insolvency</p> <p>Unable to pay staff/ contractors</p> <p>Unable to honour financial commitments</p>	Medium	High	<p>Internal Financial Controls in place reviewed by Parish Council annually.</p> <p>Online banking covered in financial regulations</p> <p>Fidelity Guarantee Insurance - £400K in place.</p> <p>Accounts audited externally annually.</p> <p>Weekly audit checks of On line banking</p> <p>Deposits distributed between 3 banks</p> <p>Monthly review of bank reconciliation by Committee</p> <p>In depth audit of individual payment chose at random monthly</p>	Ops Manger has the Banking mandate and access to accounting software	Low	

2	Loss of access to Parish Office	<p>Partial building damage to Henfield Hall</p> <p>Localised fire or damage in Parish Office</p> <p>Loss of use of computing systems – Broad band/ power failure</p>	<p>No access to Parish records</p> <p>Staff temporarily unable to access work location</p>	Medium	Low	<p>On line banking records financial transactions</p> <p>New HPC back up via NAS and the CLOUD</p> <p>Plan of cemetery plot stored away from building</p> <p>Cemetery information stored & managed on line</p> <p>All staff can work remotely off site</p>	Covid 19 restrictions verified mitigation & controls	Low	
3	Loss or damage of HPC records/ property	<p>Fire Theft malicious damage</p> <p>Loss of computerised Records</p> <p>Loss of burial records kept in Parish Office</p> <p>Theft of, or damage to, Museum artefacts</p>	Significant impact on Key Parish administration and records	Low	High	<p>Offices alarmed.</p> <p>Insurance for contents including chain of office. Valuables held in safe or bank box.</p> <p>On line banking records financial transactions</p> <p>New HPC back up via NAS and the CLOUD</p> <p>Old records transferred to County Archives.</p> <p>Cemetery information stored & managed on line</p> <p>Museum volunteer on duty all times open to public</p> <p>Museum secure entrance doors, CCTV & Items Insured</p>	<p>Covid 19 restrictions verified mitigation & controls</p> <p>In 2022/23 move to less paper financial recording</p>	Low	

4	Loss of people	<p>Unavailability of staff for lengthy period</p> <p>Staff sickness</p> <p>Unexpected resignation</p>	<p>Key Parish administration is late or not competed</p> <p>Financial commitments not met</p> <p>No record keeping</p>	Low	Medium	<p>Record of priority tasks</p> <p>Procedures in place for key tasks e.g payroll</p> <p>WSALC/NALC local council support available</p> <p>Record of passwords etc. accessible by Chair Vice Chair of HPC</p>	Covid 19 restrictions verified mitigation & controls	<p>Low form</p> <p>Medium</p>	
5	Loss of building - Henfield Hall	<p>Permanent loss of Parish office & records due to substantial building damage/hazard</p>	<p>As per Risks 2 & 3</p> <p>Long term loss of meeting facilities</p> <p>Loss of Museum artefacts</p>	Low	High	<p>Existing Fire precautions in place for Henfield Hall Hall have appointed a H&S rep</p> <p>Business Continuity Plan for key HPC responsibilities & deliverables</p> <p>PC back to cloud Hall & Office alarmed for fire & intruders</p> <p>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</p>		Medium	

6	Management of HPC	<p>Lack of sufficient Council members</p> <p>Insufficient number of new councillors</p> <p>Lack of sufficient skills to discharge responsibilities</p>	<p>Parish Council unable to fulfil statutory obligation</p> <p>Existing /future project at risk due to insufficient skills</p>	Low	Medium	<p>Job description for Parish Councillors</p> <p>Procedure for recruiting new councillors</p> <p>HDC can appoint temporary councillors in the interim</p> <p>Good response to Councillor vacancy advert in 2021 (6 applicants)</p> <p>Awareness via social media & website in regard to the role of HPC</p> <p>Councillors Skills Register in place</p> <p>Ability of Council to function remotely e.g. Zoom</p>	<p>Covid 19 restrictions verified mitigation & controls</p> <p>Good response to Councillor vacancy advert in 2021 (6 applicants)</p>	Low	
7	Loss of reputation/ Bringing the Council into disrepute	<p>Major event leading to significant media & public attention on Parish Council</p> <p>Adverse Behaviour of a Parish</p>	<p>Loss of confidence in Parish Council & Staff</p> <p>Parish Office overwhelmed by press/ public attention - resulting in the</p>	Low	Medium (short term)	<p>Sound financial controls in place.</p> <p>Parish Council Code of Conduct.</p> <p>Business Continuity Plan for key HPC responsibilities & deliverables (see risk 5)</p> <p>2 Councillors are Media trained</p>		low	

		Councillor or staff	work of the Parish Council being disrupted Event compounded by poor or inappropriate communication Council & staff resignations			HPC Emergency Plan detail key communication contacts			
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	No data breaches No FOI requests No SA requests Potential post Brexit policy changes in 2022/23		LOW
9	Community Resilience	Localised event leading to significant	Need for HPC resources/	Low	Medium	General Reserves available to supplement funding	Community Resilience Framework to be		Low

		Community disruption	funding to be made available to support the community			Flexible staff working Henfield Helpline Key Partners identified	approved April 2021 Covid 19 restrictions verified mitigation & controls		
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