

## HENFIELD PARISH COUNCIL BUSINESS CONTINUITY RISK REGISTER

**DATE OF AUDIT 17/2/23 NEXT REVIEW DUE – Q4 2023/24**

**AUDITED BY**

*B. Goddard*

	<b>Risk</b>	<b>Trigger /Nature of risk</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Impact to Council</b>	<b>Existing controls, Precautions, procedures.</b>	<b>Action Required /notes</b>	<b>Risk Rating (Net)</b>	<b>Next Review date</b>
1	<b>Council Finances</b>	<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 - £500K in place.</p> <p>Accounts audited independently by internal and external auditors 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>	<p>Fidelity Guarantee Insurance increased to £500K</p>	Low	

2	<b>Loss of access to Parish Office</b>	<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 &amp; managed on line</p> <p>All staff can work remotely off site</p>		Low	
3	<b>Loss or damage of</b>	<p>Fire</p> <p>Theft</p>	<p>Significant impact on Key</p>	Low	High	<p>Offices alarmed.</p>		Low	

	<b>HPC records/ property</b>	malicious damage  Loss of computerised Records  Loss of burial records kept in Parish Office  Theft of, or damage to, Museum artefacts	Parish administration and records			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 information stored & managed on line  Museum volunteer on duty all times open to public Museum secure entrance doors, CCTV & Items Insured	Data Cleanse of records in 2023		
4	<b>Loss of people</b>	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  WSALC/NALC local council support available  Record of passwords etc. accessible by Chair Vice Chair of HPC	Council now has priority working policy	Low	
5	<b>Loss of building - Henfield Hall</b>	Permanent loss of Parish office & records due to substantial	As per Risks 2 & 3	Low	High	Existing Fire precautions in place for Henfield Hall Hall have appointed a H&S rep		Medium	

		building damage/hazard	Long term loss of meeting facilities  Loss of Museum artefacts			Business Continuity Plan for key HPC responsibilities & deliverables  PC back to cloud Hall & Office alarmed for fire & intruders  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			
6	<b>Management of HPC</b>	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	Low	Medium	Job description for Parish Councillors  Procedure for recruiting new councillors  HDC can appoint temporary councillors in the interim  Good response to Councillor vacancy advert in 2021 (6 applicants  Awareness via social media & website in regard to the role of HPC	Election scheduled May 2023  Training schedule of Councillors to be introduced post-election 2023	Low	

						Councillors Skills Register in place  Ability of Council to function remotely e.g. Zoom			
7	<b>Loss of reputation/ Bringing the Council into disrepute</b>	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. Business Continuity Plan for key HPC responsibilities & deliverables (see risk 5)  2 Councillors are Media trained  HPC Emergency Plan detail key communication contacts  All Council correspondence via the Clerk		low	
8	<b>Data Protection (GDPR 2108)</b>	Breach of GDPR regulations/	Adverse publicity	Low	Medium	Parish Clerk GDPR trained - Staff and councillors trained Parish registered with ICO	No data breaches No FOI requests		LOW

		Failure to meet Breach deadlines  Excessive Subject Access / Freedom of Information Requests	Potential financial penalty  Parish Office overwhelmed and Parish administration disrupted			In place Information retention schedule - Data protection Policy - GDPR consent form - FOI and Subject Access Process	No SA requests		
9	<b>Community Resilience</b>	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  Flexible staff working  Henfield Helpline  Key Partners identified  Community Resilience Framework approved April 2021			Low