

## HENFIELD PARISH COUNCIL BUSINESS CONTINUITY RISK REGISTER

	<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 (including timescale)</b>	<b>Risk Rating (Net)</b>	<b>Next Review date</b>
1	<b>Council Finances</b>	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 - £400K 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	<b>Loss of access to Parish Office</b>	Partial building damage to Henfield Hall	No access to Parish records  Staff temporarily unable to	Medium	Medium	On line banking records financial transactions New HPC back up via NAS and the CLOUD Plan of cemetery plot stored away from building		Low	

		Localised fire or damage in Parish Office	access work location			Cemetery information stored & managed on line All staff can work remotely off site			
3	<b>Loss or damage of HPC records/ property</b>	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	<b>Loss of people</b>	Unavailability of staff for lengthy period  Staff sickness  Unexpected resignation	Key Parish administration is late or not completed  Financial commitments not met	Low	Medium	Record of priority tasks Procedures in place for key tasks e.g payroll  SALC local council support available		Medium	

			No record keeping			Record of passwords etc. accessible by Chair Vice Chair of HPC			
5	<b>Loss of building - Henfield Hall</b>	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 & 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	<b>Management of HPC</b>	Lack of sufficient Council members  Insufficient number of new councillors  Lack of sufficient skills	Parish Council unable to fulfil statutory obligation  Existing /future project at risk due to insufficient skills	Low	Medium	Job description for Parish Councillors Succession planning – rotation of Councillor roles  Procedure for recruiting new councillors  HDC can appoint temporary councillors in the interim		Medium	

		to discharge responsibilities				Awareness events in regard to the role of HPC  Ability 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.  2 Councillors are Media trained  HPC Emergency Plan detail key communication contacts		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 In place		Low	

		Failure to meet Breach deadlines  Excessive Subject Access / Freedom of Information Requests	Potential financial penalty  Parish Office overwhelmed and Parish administration disrupted			Information retention schedule - Data protection Policy - GDPR consent form - FOI and Subject Access Process -			
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  Community Resilience Framework  Flexible staff working  Henfield Helpline  Key Partners identified		low	

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

