

## 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>	<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 - £300K in place.</p> <p>Accounts audited 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>		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>No access to Parish records</p> <p>Staff temporarily unable to access work location</p>	Medium	Medium	<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>Consider PC Clerk to have laptop to work from other location</p>	Low	

3	<b>Loss or damage of HPC records/ property</b>	<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. Financial back up stored off site</p> <p>Insurance for contents including chain of office. Valuables held in safe or bank box.</p> <p>On line banking records financial transactions New HPC back up via NAS and the CLOUD Old records transferred to County Archives.</p> <p>Museum volunteer on duty all times open to public Museum secure entrance doors, CCTV &amp; Items Insured</p>		Low	
4	<b>Loss of people</b>	<p>Unavailability of staff for lengthy period</p> <p>Staff sickness</p> <p>Unexpected resignation</p>	<p>Key Parish administration is late or not completed</p> <p>Financial commitments not met</p> <p>No record keeping</p>	Low	Medium	<p>Additional Works Officer appointed Q 3 2018/19</p> <p>SALC local council support available</p> <p>Record of passwords etc. accessible by Chair Vice Chair of HPC</p>	<p>Record of priority tasks</p> <p>Procedures in place for key tasks</p>	Medium	
5	<b>Loss of building - Henfield Hall</b>	Permanent loss of Parish office & records due	As per Risks 2 & 3	Low	High	Existing Fire precautions in place for Henfield Hall	Business Continuity Plan for key HPC	Medium	

		to substantial building damage/hazard	Long term loss of meeting facilities  Loss of Museum artefacts			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	responsibilities & deliverables		
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  Awareness events in regard to the role of HPC	List of skills required by HPC - reviewed annually against membership  Succession planning	Medium	
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	Loss of confidence in Parish Council & Staff  Parish Office overwhelmed by press/ public	low	Medium (short term)	Sound financial controls in place. Parish Council Code of Conduct.  2 Councillors are Media trained	Business Continuity Plan for key HPC responsibilities & deliverables (see risk 5)	low	

		Parish Councillor or staff	attention - resulting in the 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	<b>Data Protection (GDPR 2108)</b>	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

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