

HENFIELD PARISH COUNCIL BUSINESS CONTINUITY RISK REGISTER

	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 - £400K in place. Accounts audited 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 New HPC back up via NAS and the CLOUD Plan of cemetery plot stored away from building Cemetery information stored & managed on line	Covid 19 restrictions verified mitigation & controls	Low	

						All staff can work remotely off site			
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. 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>Cemetery records online</p> <p>Museum volunteer on duty all times open to public Museum secure entrance doors, CCTV & Items Insured</p>	Covid 19 restrictions verified mitigation & controls	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>	Low	Medium	<p>Record of priority tasks Procedures in place for key tasks e.g payroll</p> <p>SALC local council support available</p> <p>Record of passwords etc. accessible by Chair Vice Chair of HPC</p>	Covid 19 restrictions verified mitigation & controls	Medium	

			No record keeping						
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 & 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	Business Continuity Plan for key HPC responsibilities & deliverables	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	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 Ability to function remotely e.g Zoom	Succession planning Covid 19 restrictions verified mitigation & controls	Medium	
7	Loss of reputation/ Bringing the	Major event leading to significant media & public	Loss of confidence in Parish Council & Staff	low	Medium (short term)	Sound financial controls in place. Parish Council Code of Conduct.	Business Continuity Plan for key HPC responsibilities &	low	

	Council into disrepute	attention on Parish Council Adverse Behaviour of a Parish Councillor or 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			2 Councillors are Media trained HPC Emergency Plan detail key communication contacts	deliverables (see risk 5)		
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 -	SA request received 7/20 & completed within timescale	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 Flexible staff working Henfield Helpline Key Partners identified	Community Resilience Framework in preparation Covid 19 restrictions verified mitigation & controls	Medium	
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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