**HENFIELD PARISH COUNCIL BUSINESS CONTINUITY RISK REGISTER**

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|  | **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 staffFraudulent record keepingMisuse of HPC fundsLoss of deposits due to problems in banking industry | Loss of HPC funds leading to insolvencyUnable to pay staff/ contractorsUnable to honour financial commitments | Medium | High | Internal Financial Controls in place reviewed by Parish Council annuallyOnline banking covered in financial regulationsFidelity Guarantee Insurance - £750K in place. Accounts audited annually.Accounts audited independently externally annuallyWeekly audit checks of On line bankingDeposits distributed between 5 banksMonthly review of bank reconciliation by Committee |  | Low |  |
| 2 | **Loss of access to Parish Office** | Partial building damage to Henfield HallLocalised fire or damage in Parish Office | No access to Parish recordsStaff temporarily unable to access work location | Medium | Medium | On line banking records financial transactions HPC back up via NAS and the CLOUD Plan of cemetery plot stored away from building Cemetery information stored & managed on lineAll staff can work remotely off site |  | Low |  |
| 3 | **Loss or damage of HPC records/ property** | Fire Theftmalicious damageLoss of computerisedRecordsLoss of burial records kept in Parish OfficeTheft of, or damage to, Museum artefacts  | Significant impact on Key Parish administrationand 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 transactionsNew HPC back up via NAS and the CLOUD Old records transferred to County Archives.Cemetery records onlineMuseum volunteer on duty all times open to publicMuseum secure entrance doors, CCTV & Items InsuredMuseum Disaster Plan in place |  | Low |  |
| 4 | **Loss of people** | Unavailability of staff for lengthy period Staff sicknessUnexpected resignation | Key Parish administration is late or not competedFinancial commitments not met No record keeping | Low | Medium | System of staff appraisal/job descriptions and training opportunities in place to retain staff Record of priority tasksProcedures in place for key tasks e.g payrollSALC local council support availableCemetery records online - Epitaph (online support available from EpitaphRecord of passwords etc. accessible by Chair Vice Chair of HPC |  | Medium |  |
| 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 facilitiesLoss of Museum artefacts | Low | High | Existing Fire precautions in place for Henfield HallHall. Annual fire drills Hall & Office alarmed for fire & intrudersBusiness Continuity Plan for key HPC responsibilities & deliverables.PCs backed up to the Cloud Museum Emergency Disaster Plan (includes evacuation)Museum Items Insured and Fire alarm fitted – alerts monitoring stationMuseum signed up to services of emergency response team |  | Medium |  |
| 6 | **Management of HPC** | Lack of sufficient Council members Insufficient number of new councillorsLack of sufficient skills to discharge responsibilities |  Parish Council unable to fulfil statutoryobligationExisting /future project at risk due to insufficient skills | Medium | Low | Job description for Parish CouncillorsProcedure for recruiting new councillors.On going Councillor trainingHDC can appoint temporary councillors in the interimAwareness via social media & website in regard to the role of HPC Ability of Council to function remotely e.g. Zoom |  | Medium |  |
| 7 | **Loss of reputation/ Bringing the Council into disrepute** | Major event leading to significant media & public attention on Parish CouncilAdverse Behaviour of a Parish Councillor or staff | Loss of confidence inParish Council & Staff Parish Office overwhelmed by press/ public attention -resulting in the work of the Parish Council being disruptedEvent compounded by poor or inappropriate communicationCouncil & staff resignations | low | Medium (short term) | Sound financial controls in place.Parish Council Code of Conduct.Individual Councillors are Media trainedHPC Emergency Plan detail key communication contacts All Parish Council communication via the ClerkHenfield Parish Council adopted NALC Civility & Respect pledge |  | low |  |
| 8  | **Data Protection (GDPR 2108)** | Breach of GDPR regulations/Failure to meet Breach deadlinesExcessive Subject Access / Freedom of Information Requests | Adverse publicityPotential financial penaltyParish Office overwhelmed and Parish administration disrupted | Low | Medium | Parish Clerk GDPR trained- Staff and councillors trainedParish registered with ICOIn place - Information retention schedule- Data protection Policy- GDPR consent form- FOI and Subject Access Process |  | 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 fundingCommunity Resilience FrameworkFlexible staff workingKey Partners identified |   | low |  |
| 10 | **Local Government reorganisation (Devolution in West Sussex)** | Creation of a mayoral strategic authority for Sussex,Creation of unitary authorities in places where district, borough and county councils currently exist. | Dispersal of Horsham District (HDC) Council responsibilitiesLack of continuity in delivery of HDC/WSCC responsibilities in regard to HenfieldAdditional responsibilities for HPCLack of funding for additional responsibilities | High | High | Working Group created to initiate research.General Reserves available to supplement funding in 225  |  |  |  |

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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 |
| Issue 6 | February 2022 | Amended after Annual audit |
| Issue 7 | February 2023 | Amended after Annual audit |
| Issue 8 | March 2024 | Amended after Annual audit |
| Issue 9 | March 2025 | Amended after Annual audit |
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