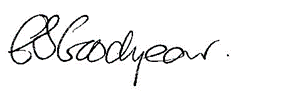
**HENFIELD PARISH COUNCIL BUSINESS CONTINUITY RISK REGISTER**

**DATE OF REVIEW 11/2/25 NEXT REVIEW DUE – Q4 2025/26**

**AUDITED BY**

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|  | **Risk** | Trigger /Nature of risk | Consequence | Likelihood | Impact to Council | **Existing controls, Precautions, procedures.** | Action Required /notes | **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 - £750K in place.  Accounts audited independently by internal and external auditors annually.  Weekly audit checks of On line banking  Deposits distributed between 3 banks  Monthly review of bank reconciliation by Committee  In depth audit of individual payment chose at random monthly | Fidelity Guarantee Insurance increased to £750K  NB – HPC are now outside the Financial Services Compensation Scheme | FSCS | Low |  |
| 2 | **Loss of access to Parish Office** | Partial building damage to Henfield Hall  Localised fire or damage in Parish Office  Loss of use of computing systems – Broad band/  power failure | No access to Parish records  Staff temporarily unable to access work location | Medium | Low | 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  All staff can work remotely off site |  | Low |  |
| 3 | **Loss or damage of HPC records/ property** | 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.  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 Emergency Disaster Plan in place  Museum volunteer on duty all times open to public  Museum secure entrance doors, CCTV & Items Insured | Museum digitisation programme in place | Low |  |
| 4 | **Loss of people** | 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  Council now has priority working policy    WSALC/NALC local council support available  Record of passwords etc. accessible by Chair Vice Chair of HPC  Cemetery records online - Epitaph (online support available from Epitaph) |  | Low |  |
| 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 have appointed a H&S rep  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 |  | 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 | Medium | Low | Job description for Parish Councillors  Procedure for recruiting new councillors  HDC can appoint temporary councillors in the interim  Good response to Councillor vacancy adverts  Awareness via social media & website in regard to the role of HPC  Ability of Council to function remotely e.g. Zoom | WSALC Councillor workshop delivered  Consider mentoring for new councillors | Low |  |
| 7 | **Loss of reputation/ Bringing the Council into disrepute** | 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)  Councillors are Media trained  HPC Emergency Plan detail key communication contacts  All Council correspondence via the Clerk | How may councillor media trained? | low |  |
| 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 | No data breaches  No FOI requests | 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  Key Partners identified  Community Resilience Framework approved April 2021 | Updated Civil Resilience Plan issued in 2024 | Low |  |
| 10 | **Devolution** | 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 responsibilities  Lack of continuity in delivery of HDC/WSCC responsibilities in regard to Henfield  Additional responsibilities for HPC  Lack of funding for additional responsibilities | High | High |  |  | HIGH |  |