**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 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 annually.Online banking covered in financial regulationsFidelity Guarantee Insurance - £750K in place. Accounts audited independently by internal and external auditors annually.Weekly audit checks of On line bankingDeposits distributed between 3 banksMonthly review of bank reconciliation by CommitteeIn depth audit of individual payment chose at random monthly | Fidelity Guarantee Insurance increased to £750KNB – HPC are now outside the Financial Services Compensation Scheme | FSCS | Low |  |
| 2 | **Loss of access to Parish Office** | Partial building damage to Henfield HallLocalised fire or damage in Parish OfficeLoss of use of computing systems – Broad band/power failure | No access to Parish recordsStaff temporarily unable to access work location | Medium | Low  | On line banking records financial transactionsNew 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.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 information stored & managed on lineMuseum Emergency Disaster Plan in placeMuseum volunteer on duty all times open to publicMuseum secure entrance doors, CCTV & Items Insured | Museum digitisation programme 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 |  Record of priority tasksProcedures in place for key tasks e.g payrollCouncil now has priority working policy WSALC/NALC local council support availableRecord of passwords etc. accessible by Chair Vice Chair of HPCCemetery 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 facilitiesLoss of Museum artefacts | Low | High | Existing Fire precautions in place for Henfield HallHall have appointed a H&S repBusiness Continuity Plan for key HPC responsibilities & deliverablesPC back to cloud Hall & Office alarmed for fire & intruders 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 councillorsHDC can appoint temporary councillors in the interimGood response to Councillor vacancy advertsAwareness via social media & website in regard to the role of HPC Ability of Council to function remotely e.g. Zoom | WSALC Councillor workshop deliveredConsider mentoring for new councillors | Low  |  |
| 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.Business Continuity Plan for key HPC responsibilities & deliverables (see risk 5) Councillors are Media trainedHPC 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 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 placeInformation retention schedule- Data protection Policy- GDPR consent form- FOI and Subject Access Process | No data breachesNo 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 fundingFlexible staff workingKey Partners identifiedCommunity 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 responsibilitiesLack of continuity in delivery of HDC/WSCC responsibilities in regard to HenfieldAdditional responsibilities for HPCLack of funding for additional responsibilities | High | High |  |  | HIGH |  |