



Battle Town Council



Operational and Finance Risks

Nature of Risk	Impact Assessment	Assessment of likelihood of occurrence	Current controls in place	Current insurance in place	Future action plan
Breach of GDPR	Medium – reputational damage	Medium	Training for staff/Councillors. Firewall software in place.		Controls sufficient: no further action required
Data loss	High – information lost; GDPR at risk	Medium	Regular back-up of data, held off-site		Controls sufficient: no further action required
Extreme weather	Medium – staff unable to get to work	Medium	Limited working at home available. Policy guidance for staff.		Controls sufficient: monitor for further action required
IT breach	Severe – access to confidential information and access to bank accounts	Medium	IT software in place. Passwords in locked safe. Staff training on security.		Controls sufficient: no further action required
IT Network failure	Severe – work highly restricted	Medium	Lap top available for off-site work; full back-up of data available	Business Interruption	Controls sufficient: no further action required
Loss of bank and cash funds	Severe – Council would not be able to function - Reputational damage	Low	Bank reconciliation reviewed by Council	Fidelity Guarantee: money cover	Controls sufficient: no further action required
Loss of machinery – theft or accidental	Medium – loss of maintenance capability. Finance damage	Medium	Security regularly reviewed. Asset register subject to annual checks and annually reviewed by Auditor.	All Risks	Controls sufficient: no further action required



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			Staff aware of importance to report any risks to Clerk.		
Loss of office building - fire	High – alternative accommodation would need to be sought Loss of tenants income	Medium	Fire precautions reviewed. Regular safety inspections carried out.	Buildings, contents, Business Interruption, and alternative accommodation cover	Controls sufficient: no further action required
Loss of staff member – severe disablement/death	Medium – reduction in performance	Low	Fully trained staff to allow for cover. Additional cover available through SALC	Personal Accident	Controls sufficient: no further action required
Prolonged electricity failure	High – loss of frontline services and systems	Medium	Regular inspection and maintenance of electrical supply. Work from home	Business Interruption	Controls sufficient: no further action required
Significant loss of staff due to pandemic	High – Council could not function properly	Low	Passwords available to Chairman. Office cover through SALC/ Councillors	Business Interruption Employers Liability	Controls sufficient: no further action required
Significant legal case against Council	Medium – reputational damage. Financial damage.	Medium	Early legal advice available through SALC/SLCC, Regular Audit, Financial controls	Fidelity Guarantee Public Liability Legal Expenses Officials Indemnity	Controls sufficient: no further action required
Theft of cash	Low – cash not held/carried in large sums	Low	Income/petty cash kept in safe. Banked regularly.	Money & Assault	Controls sufficient: no further action required