



# 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
Play equipment safety	Medium – reputational damage. Insurance claim against Council	Medium	Weekly safety checks by trained BTC staff (fortnightly during winter months).	Public liability	Controls sufficient: no further action required



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			Annual inspection by RoSPA qualified inspector.		
Vehicle and machinery fleet	Medium – Claim against Council insurance	Low	Vehicles are inspected by BTC staff weekly. Annual services are completed by professional workshops. Ride on mowers & machinery is inspected before use. Large machinery is serviced annually.	Public liability	Controls sufficient: no further action required
Requirement for home working	Medium – transit damage to computers; loss of documents; restriction to access of information; virus via broadband.	Low	Regular update of computers and anti-virus software.	Business interruption; Contents	Controls sufficient: no further action required