Hurstpierpoint & Sayers Common Parish Council
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Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Risk Management Strategy

For Council 21 May 2026

1. Objectives

The objectives of this strategy are to:

- Develop risk management and raise its profile across the Council.
- Integrate risk management into the culture of the organisation.
- Embed risk management through the ownership and management of risk as part of all decision making processes.
- Manage risk in accordance with best practice.

2. What is Risk Management?

2.1 Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance, together with community focus; structures and processes, standards of conduct and service delivery arrangements. " Audit Commission, Worth the Risk – Improving Risk Management in Local Government (2001)".

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work. Risk management is not just about financial management; it is about protecting the achievement of objectives set by us to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation and can impact on the ability to achieve desired outcomes. The Parish Council generally and members individually are responsible for risk management.

2.3 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive.

Strategic Risk - long term adverse impacts from poor decision making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst case scenario.

Government intervention Compliance Risk - failure to comply with legislation, or laid down procedures, or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, a monetary consideration may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can relate to opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3. Why does the Council need a Risk Management Strategy?

3.1. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

3.2. The Risk Management Strategy will help to ensure that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3. There is a requirement under the Joint Panel on Accountability and Governance Guide (JPAG) to carry out an assessment of the risks facing a smaller authority and to take appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

3.4 In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:

- Identifying and assessing risks — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- Addressing risks — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.

4. What is the Council's Philosophy on Risk Management?

4.1. The Risk Management Policy Statement is attached in Appendix 1.

5. What is the Risk Management Process?

5.1. Implementing the Strategy Risk Identification - identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. Risk Analysis - once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.
Risk management is an ongoing activity that comprises four elements:

1 - identifying risks
2 - assessing risks
3 - addressing risks
4 - reviewing and reporting

Identifying risks

To manage risk, we need to know what risks we face. Identifying risks is therefore the first step in the risk management process. We should identify the key risks to successfully achieving our priorities and service objectives. There are some typical categories of risks that might help in the process of risk identification:

- financial – loss of money;
- security – fraud, theft, embezzlement;

- property – damage to property;
- legal – breaking the law or being sued;
- IT – failure of IT systems or misuse;
- reputational – actions taken could harm out public reputation.

Assessing risks

Once we have identified our key risks, the next step is to assess the potential consequences of a risk occurring (severity) and consider how likely this is (likelihood).

The assessment of potential severity and likelihood need not be any more complex than assigning a simple numerical score, say 1 – 3 and multiplying the two scores to arrive at a risk assessment for each risk of high, medium or low. The risk assessment enables us to decide to which risks we should pay most attention when considering what measures to take to manage them.

Addressing risks

Risk is unavoidable and every organisation needs to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk, which is initiated within the organisation, may involve one or more of the following standard responses:

- Tolerate the risk - for risks where the downside is containable with appropriate contingency plans; for some where the possible controls cannot be justified (e.g. because they would be disproportionate); and for unavoidable risks, e.g. terrorism.
- Treat the risk - a common response which can mean imposing controls so that the organisation can continue to operate; or setting up prevention techniques.
- Transfer the risk – buying in a service from a specialist external body or taking out insurance. Some risks cannot be transferred, especially reputational risk.
- Terminate the activity giving rise to the risk - it may be best to stop (or not to start) activities which involve intolerable risks or those where no response can bring the risk to a tolerable level.

We have limited internal resources which means we may have to buy services from specialist external bodies.

Reviewing and reporting

Once the key risks have been identified and assessed they should be recorded, for example in a risk register. Members should review the risk register not less than annually. This could be achieved by risk management being a standing item at council or committee meetings.

5.2. Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level. Options for control include:

- Elimination - the circumstances from which the risk arises are removed so that the risk no longer exists.
- Reduction - loss control measures are implemented to reduce the impact/likelihood of the risk occurring.
- Transfer - the financial impact is passed to others e.g. by revising contractual terms.
- Sharing - the risk is shared with another party.
- Insuring - insure against some or all of the risk to mitigate financial impact.
- Acceptance - documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

5.3. Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

6. Roles and Responsibilities

6.1. It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below are designed to ensure that risk is managed effectively.

6.2. Members - Risk management is seen as a key part of the Members stewardship role and there is an expectation that Members will lead and monitor the approach adopted. This will include:

- Approval of the Risk Management Strategy.
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
- Consideration, and if appropriate, endorsement of the annual Review of Internal Control.
- Assessment of risks whilst setting the precept, including any bids for resources to tackle specific issues.

6.3. Parish Clerk - will be responsible for overseeing the implementation of the detail of the Risk Management Strategy. The Parish Clerk will:

- Provide advice as to the legality of policy and service delivery choices;
- Update the Council and sections on the implications of new or revised legislation;
- Assist in handling any litigation claims;
- Advise on any health and safety implications of the chosen or proposed arrangements for service delivery

6.4. Responsible Finance Officer - as RFO the Parish Clerk will also:

- Advise on the Council's insurance requirements;
- Assess the financial implications of strategic policy options;
- Provide assistance and advice on budgetary planning and control;
- Ensure that the financial information system allows effective budgetary control.

6.5. Role of Internal Audit - Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance that the necessary risk management systems are in place and all significant business risks are being managed effectively. Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

6.6. Training - Risk Management training to be provided to Members and employees. The aim will be to ensure that both Members and employees have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

7. Future Monitoring

7.1. Review of Risk Management Strategy - This Strategy will be reviewed annually.

8. Risk Assessment

8.1. The corporate risk register is provided at Appendix 2.

9. CONCLUSION

9.1 The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

APPENDIX 1

RISK MANAGEMENT POLICY STATEMENT

Hurstpierpoint & Sayers Common Parish Council will manage risk (risk should be read as including both threats and opportunity) effectively and in a consistent manner in all aspects of its business including planning, delivering and operating. The Parish Council will help develop and encourage a culture of well-informed risk-based decision making. The Parish Council will:

1. Make risk management a part of strategic and operational decision making such that whenever there are risks that could significantly affect operations and projects, resources are deployed proportional to these risks.

2. Provide clearly defined and documented accountabilities for risk management, with risks being managed at the lowest level at which the employee has the authority, responsibility and resources to take effective action.

3. Ensure risks are managed in an integrated way across all levels of the Parish Council covering the key interdependencies i.e. strategic, project and operational risk.

4. Develop and maintain a core competency in risk management and a robust continuous improvement and learning culture, that learns from internal and external experience, assesses performance against high standards and supports personnel growth and development.

5. Require the involvement of all members of the Parish Council and all employees and volunteers.

6. Ensure effective assurance arrangements are in place to monitor the effectiveness of the risk management processes on a routine basis.

7. Regularly review and update risks facing the Parish Council and how they are being mitigated and ensure that these are reported to the Parish Council.

8. Incorporate credible risks in the Corporate Risk Register and regularly review and update the Register.

9. Benchmark our risk management processes to recognised good practices, guidelines and standards and incorporates lessons learnt from inside and outside of the Parish Council. This policy will be reviewed annually in May.

Hurstpierpoint & Sayers Common Parish Council

RISK REGISTER – 21 May 2026

RISK REGISTER – MAY 2026

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
1	Lack of forward planning and budgetary controls	*Lack of direction and prioritisation *Needs of those in action plan *See note 19 re precept	L (1)	H (3)	*Business plans in operation *In year budget reviews *Feedback from surveys	Annually Quarterly As requested	Unexpected expense	Clerk/RFO Chairman
2	Poor reporting to Council	*Poor quality decision making *Council becomes ill informed	L (1)	H (3)	*Timely and accurate financial reporting *Clear instructions to staff	Monthly Annually	Matter raised at meeting	Clerk/ Chairman
3	Loss of key staff	*Failure in budgetary controls *Correspondence backlog	L (1)	H (3)	*Succession Planning *Clear office procedures *Clear budgetary procedures *Up to date job descriptions *Appraisal system	Annually Annually	Loss of staff member	Clerk

(Note - Chairman/Clerk will consult with Chairs of Committees as appropriate)

RISK REGISTER – MAY 2026

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
4	Failure to respond to electors' wish to right of inspection	*Loss of confidence *Loss of reputation	L (1)	L (1)	*Clear Standing Orders and Operating Protocols *Documented procedures to deal with enquiries from the public *Ensure inspection period advertised in accordance with current legislation	Annually	Approach by elector to auditor	Clerk
5	Poor document control	*Information not passed on in a timely manner *Deadlines missed *Lack of achievement	L (1)	M (2)	*Clear Standing Orders *Clear job descriptions	Annually	Major incident Complaints	Clerk
6	Council doesn't comply with law in particular: *Health and Safety *Employment Law * Data Protection *Equality Act	*Fines and Penalties from regulation bodies *Employee action for negligence or grievance *Loss of reputation	L (1)	H (3)	*Clear Policies and procedures *Regular review of law and advice sought when required: Employment Solicitor * Data Protection Policy	Annually	Following incident Risk Assessments COSHH Assessments Publication Scheme on website and updated	Clerk

RISK REGISTER – MAY 2026

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
7	The provision of services being carried out under agency/partner ship agreements with principal authorities	*Loss of reputation *Poor public image	L (1)	M (2)	*Clear statement of management responsibility for each service *Regular scrutiny of performance against targets	Annually	Review of adequacy of insurance cover provided by suppliers	Clerk
8	Ensuring all business activities are within legal power	*Illegal expenditure or activity	L (1)	H (3)	*Recording of activities in the minutes. PC currently holds the General Power of Competence	Monthly	Review of minutes to ensure legal powers in place, recorded and correctly applied. Qualified Clerk	Clerk
9	Proper, timely and accurate reporting of Council business in the Minutes	*Confusion and misunderstandings *Actions not reflecting intentions of Council	L (1)	H (3)	*Approval by committee and Council and signed *Minutes properly numbered and paginated with a master copy kept in safekeeping	Monthly	Check minute and page numbers run consecutively Minutes kept in locked safe	Clerk
10	Meeting the laid down timetables when responding to consultation invitation	*Affect reputation *Ineffectual involvement	L (1)	L (1)	*Documented procedures to deal with responses to consultation requests	Annually	Consultation questions Non-participation	Clerk

RISK REGISTER – MAY 2026

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
11	Council lacks relevant skills and commitment	*Council fails to achieve its purpose *Decision making by-passes Council *Poor value for precept money	L (1)	H (3)	*Training for Councillors *Close review of attendance	Annually. At first intake of new Councillors especially Every meeting	Training reminders	Clerk
12	Council becomes dominated by one or two individuals or cliques form	*Conflicts of interest *Pursuit of personal agendas *Decisions made outside Council	L (1)	H (3)	*Clear Standing Orders regarding conduct of meeting and Conflict of Interests	Annually	*Adverse press articles *Complaints *Incidents at meetings	Chairman/ Clerk
13	Councillors benefiting from being on the Council	*Affect reputation *Conflicts of Interest	L (1)	M (2)	*Clear Standing Orders *Open system of payment *Code of Conduct	Annually All meetings	Adverse press articles	Clerk
14	Failure to register Members' interests, gifts etc	*Member could make inappropriate gains *Could affect reputations	L (1)	M (2)	*Procedures in place for recording and monitoring Members interests and gifts		Test of disclosures Complaint about members	Clerk

RISK REGISTER – MAY 2026

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
15	Lack of maintenance of Council owned property	*High cost of repair *Injury to third party leading to claims *Damage to property	L (1)	H (3)	*Planned building surveys and maintenance contracts in place *Regular routine maintenance *Insurance cover *Ear marked reserves	Annually	Unexpected incident	Clerk
16	Damage or loss to Council owned property by third party or act of God. Insufficient protection of physical assets owned by the Council - buildings, furniture, equipment etc. Legal liability as a consequence of asset ownership	*High cost of repair *Loss of Assets *Disruption *Damage to public property or person	L (1) L (1) L (1) L (1)	H (3) H (3) H (3) H (3)	*Insurance cover *Fire Alarm *Intruder Alarm *Clear staff monitoring and auditing procedures *Maintain an up to date register of assets *Regular maintenance arrangements for physical assets *Annual review of risk and adequacy of insurance cover	Annually	Police report or damage report Maintain asset register Review of management arrangements regarding insurance cover (loss or damage) Business continuity plan Tree survey and risk assessments	Clerk

RISK REGISTER – MAY 2026

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
17	Damage to third party property or individual, due to service or amenity provided	*Claim against Council	L (1)	L (1)	*Public Liability Insurance *Comprehensive event planning *Regular checks of facilities *Ensure all amenities/facilities are maintained to appropriate level	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	Clerk
18	Loss of cash through fraud or dishonesty	*Reduction in available funds *Loss of reputation	L (1)	H (3)	*Clear financial procedures *Adequate fidelity guarantee insurance cover (£500,000)	Annually Annually	On a Loss Review Insurance Cover (fidelity guarantee)	RFO/ Clerk
19	Inadequacy of Precept Ensuring the adequacy of the annual precept within sound budgeting arrangements	*Services not provided *Lack of confidence in Council *Inability to carry out functions *Insufficient funds for contingencies	L (1)	M (2)	Regular in-year budget progress reports Reporting to principle authority in format as required	Every FGE Cttee meeting Annually	Unexpected event ie flooding	RFO/ Clerk/ Council

RISK REGISTER – MAY 2026

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
20	Problems due to borrowing or lending. Bank arrangements, including borrowing or lending. Complying with restrictions on borrowing	*Failure of third party to repay loan *Inability of Council to repay a loan	L (1)	L (1)	*Include in annual budget *Clear Standing Orders *Prepare, adopt and adhere to codes of practice for procurement and investment *Spread investment risk, Moody ratings	Quarterly reviews Annual review of investment and strategy	Review of internal controls in place and their documentation Review of minutes to ensure legal powers Review of minutes	RFO/ Clerk
21	Failure to use grants for intended purposes Ensuring the proper use of funds granted under specific powers of general competence or under s137	*Lack of funds for project for which grant was intended *Investigation into the use of funds	L (1)	L (1)	*Clear minutes *Ensure funds properly ring fenced *Clear financial procedures *Follow up on use *Record clearly in minutes *If applicable, maintain a separate record for s137 expenditure	Annually	Review of minutes	RFO/ Clerk
22	Keeping proper financial records in accordance with statutory requirements	Inadequate financial control	L (1)	H (3)	Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Monthly and Annually	Review of internal controls in place and their documentation	RFO/ Clerk

RISK REGISTER – MAY 2026

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
23	Failure of IT systems or security Loss of electronic records and communication tools	Potential 2-3 day shutdown of work which depends on electronic records Potential delay to council meetings or council business	L (1)	H (3)	Server in locked cupboard in locked and alarmed office Storage on the cloud Password protected access to systems and facial recognition MS Defender is a security suite that includes Anti-virus, firewall and anti-phishing tools.	Ongoing and annual GDPR compliance and upgrades completed On call IT support company able to access server remotely	Maintenance of server security Back-up to cloud including RBS finance system Paper and electronic accounts/budgets Business continuity plan Paper records of minutes stored at WSCC Records Office	Clerk

LEGEND

Likelihood	Negligible (1)	Moderate (2)	Severe (3)
Highly Likely (3)	Medium (3)	High (6)	High (9)
Possible (2)	Low (2)	Medium (4)	High (6)
Unlikely (1)	Low (1)	Low (2)	Medium (3)

Impact

RISKS REQUIRING FURTHER MITIGATION ARE:

AT 15 May 2026 – NONE.

Signed: Sarah Groom
Clerk to the Council

Date of Next Review: May 2027

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Website: www.hurstpierpoint-pc.gov.uk
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West Sussex BN6 9UY

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

Emergency Plan

For Council 21 May 2026

INDEX

MISSION STATEMENT

The Parish Council is committed to supporting the local community in an emergency in conjunction with the Emergency Services and local authorities, where appropriate.

The Parish Council is committed to provide full support to the Emergency Services and local authorities in an emergency by providing and utilising the Resources Register, places of safety and staff resources if required.

In the event of an emergency, the Parish Emergency co-ordinator will assess the situation and inform relevant persons.

1. THE NEED FOR A PLAN

Emergencies happen. During an emergency, responders need to prioritise those in greatest need especially where life is in danger. Even if lives are not in danger, people need to know how to help themselves. This makes a community more resilient and reduces the impact of the emergency in both the short and long term.

2. DEFINITION OF AN EMERGENCY

In the context of this Emergency Plan, the definition of an emergency is any event occurring with little or no warning causing or threatening death or injury, damage to property or the environment. Also included will be any disruption to the community, which cannot be dealt with by the day-to-day activities of the Emergency Services.

3. TYPES OF MAJOR EMERGENCY

Types of emergency include but are not limited to:

- Natural (storms, floods, snowfall, landslides, forest fires and earthquakes)
- Technological (damage to structures and buildings, transport accidents by air, sea, inland water, road and rail, sustained power failure)
- Social (health emergencies)
- Environmental (air, water and land pollution or contamination; gas explosion)
- Hostile acts (terrorist attacks or other hostile actions)
- Industrial Action

4. EMERGENCY SERVICES

By dialling 999 people can call upon 5 emergency services:

- Fire
- Police
- Ambulance
- Cave and Mountain Rescue
- Coast Guard

5. EMERGENCY ORGANISATION AND TYPES OF ASSISTANCE

5.1 Activation of Emergency Plan.

The Parish Council may be called upon by the Emergency Services (Police, Fire or Ambulance) or Mid Sussex District Council (MSDC) to assist them in an emergency. The Parish Council Emergency Co-ordinator is responsible for producing a Local Skills and Resources Register (Emergency Contacts Directory, List C).

5.2 Types of assistance

5.2.1 **Primary Assistance:** The Emergency Services may request direct assistance at the scene of an emergency. This would require the Parish Council Emergency Co-ordinator to ensure the Emergency Services have access to our List of Emergency Rest Centres and Local Skills and Resources Register (Emergency Contacts Directory, Lists B and C).

5.2.2 **Secondary Assistance:** This will normally result from a major emergency elsewhere when the Police may request the assistance of the local authorities to provide backup resources – evacuation, rest centres, specialist staff resources/equipment etc. The District Council may then request the Community (normally through the Parish Council Emergency Co-ordinator) to provide part of this support.

5.2.3 **Tertiary Assistance:** This will occur when there is a sustained problem within the boundary of the Parish and the Emergency Services are not involved; Mid Sussex District Council may or may not be involved (e.g. sustained snowfall, sustained power failure). The Parish Council Emergency Co-ordinator will invoke the Plan.

In each case above, the Parish Council Emergency Co-ordinator will assess what is needed in conjunction with Emergency Services and the Mid Sussex District Council representative, using the resources listed in the Parish Council Emergency Plan and Emergency Contacts Directory.

6. **WEATHER WARNINGS**

Severe Weather and Flood Warnings:

- Severe weather warnings are given by the Met Office. They provide a 24 hour weather summary with temperatures to help West Sussex County Council Highways to make informed gritting decisions.
- Flooding alerts are provided by the Met Office and Environment Agency, Telephone: 0345 988 1188

HURSTPIERPOINT AND SAYERS COMMON PARISH EMERGENCY PLAN

7. **AIM AND OBJECTIVE OF PLAN**

This plan has been prepared to enable the parish of Hurstpierpoint and Sayers Common (including Goddards Green) to promptly and effectively cope with any emergency. The Emergency Contacts Directory includes pertinent contact details of the Parish Emergency Co-ordinators and appointed assistants, who will provide guidance and advice for the support and care of the local community during a disaster.

8. **LOCAL RISK ASSESSMENT**

Our community covers the areas of Hurstpierpoint a fairly densely populated area. Sayers Common a less densely populated and more widespread community than Hurstpierpoint and Goddards Green a very rural and widespread area of the Parish.

The most likely risks to this community are listed in the Local Risk Assessment Table in Appendix A.

However the Parish Council can only really cover 3 main functions. These are:

- Provide assistance such as contact numbers to the Emergency Services (including MSDC Emergency Co-ordinator) when asked,
- Provide a temporary safe area/shelter to residents in the event they are involved in an emergency, and
- Provide assistance to members of the community who are, or who become, vulnerable or in difficulty during periods of sustained snowfall, power failure etc.

9. **EMERGENCY CO-ORDINATION CENTRE**

The Emergency Co-ordination Centre will be located in the Hurstpierpoint Parish Council office, Village Centre, Trinity Road, Hurstpierpoint BN6 9UY, Tel. 01273 833264.

10. **ROLE OF THE EMERGENCY CO-ORDINATOR**

The Parish Council Emergency Co-ordinator should ensure that the Emergency Plan is kept up-to-date, making any necessary changes and ensuring that the current list of volunteers is still relevant.

The Parish Council have decided to use the Committee Chairs (Full Council, Planning & Environment, Finance and Governance, and Community Engagement) as their Emergency Co-ordinators. In the event of an emergency, please contact the Parish Council Chairman in the first instance who will then contact the other Chairs and allocate jobs as necessary. In the event that the Chairman is not available, please contact one of the other Chairs in the Emergency Contacts Directory, List A Emergency Contacts. Should one of the Committee Chair be unavailable, then the Vice Chair for that Committee will be asked to help.

In conjunction with the Emergency Services and/or MSDC Emergency Co-ordinator, the Parish Councillors will:

- Help assess the situation,
- Organise and deploy any volunteers,
- Contact/collect local resources,
- Liaise with members of the Parish Council, and
- Prepare any areas that may be needed such as the Emergency Co-ordination Centre and the Emergency Rest Centre.

11. COMMUNICATIONS

Communication is the key to keeping our community functioning and resilient. The Parish Council feels it has a responsibility to ensure that our community is well informed of any ongoing updates and available help. Therefore the Parish Council aims to:

- Get information and advice to the public (social media, leaflets and posters),
- Inform the Mid Sussex District Council of any communication difficulties, and
- Liaise with press, radio and TV.

All relevant people and/or community groups can be contacted through the telephone numbers and email addresses listed in the Emergency Contact Directory.

12. ACTIVATION OF PARISH EMERGENCY PLAN

The Parish Emergency Plan will be invoked when:

- Emergency Services call upon us to help,
- A neighbouring Parish Council calls upon us for help, or
- We believe that residents are in need of assistance that if not given could impact their ability to survive, e.g. in a case of a severe weather event, the Chairs will meet to discuss and assess the situation and agree when the plan should be invoked.

13. SPECIFIC ACTIONS/POINTS

- The Hurstpierpoint Village Centre will be the main Emergency Rest Centre for the Parish.
- The Court Bushes Community Hub will be the back up Emergency Rest Centre should more than one hall be needed or the Village Centre has been compromised.
- The Sayers Common Village Hall will be the Emergency Rest Centre for the residents of Sayers Common with the Sayers Common Church Hall and the Hurstpierpoint Village Centre as backup.
- The Parish Council Emergency Co-ordinator will be guided by the Emergency Services or MSDC Emergency Co-ordinator during an emergency.
- In the event of tertiary assistance being required, the Parish Council Emergency Co-ordinators will check Appendix A for the actions required during a specific emergency.
- The Parish Council Emergency Co-ordinators will call upon the Neighbourhood Watch Co-ordinators and other groups within the community to distribute and collect information if possible.

'lan Distribution List

Role
Mid Sussex District Council Emergency Planning Officer
West Sussex County Council Resilience and Emergencies Team
Chairman of Council
Vice Chairman of Council
Chair, Planning Committee
Chair, Community Engagement Committee
Chair, Finance, Governance & Estates Committee

'lan Amendment List

Date of Amendment	Date of next review/revision	Details of changes made	Changed by
20 March 2015	March 2016	Creation of Document	Services Committee Chairman and Asst Clerk
March 2016	March 2017	Revision of Document	Services Committee Chairman and Asst Clerk
July 2016	March 2017	Revision of Document	Community Affairs Committee and Assistant Clerk
Dec 2016	March 2017	Addition of 105 – national power cut phone line	Assistant Clerk
Dec 2019	Dec 2020	Revision of Document	Assistant Clerk
May 2021	May 2022	Revision of document to include contractors list and councillors & staff	Clerk and Cllr Ranger
October 2021	May 2022	Revision of document to include contractors list and update staff list	Clerk and Cllr Majsai & Cllr Ranger
May 2023	May 2024	Removed Methodist Church from list of Emergency Rest Centres due to its closure in December 2023. Removed Neighbourhood Watch reference. Staff and Councillors list updated.	Clerk
May 2025	May 2026	Revision of document to include contractors list and update staff list	Clerk
May 2026	May 2027	Review of document for Council adoption	Clerk

APPENDIX A: Local Risk Assessment (See Matrix Below)

Risk	Impact on Community	Actions
Major Fire e.g. School/ Ribbetts/ High Street (Red 9)	Loss of life Loss of property and livelihood Travel disruption	Advise Rest Centre Coordinators. Advise MSDC Emergency Coordinator. Advise Police. Communications with residents.
Gas Explosion (Yellow 6)	Loss of life Damage to property Travel disruption Pollution Infrastructure damage	Advise Rest Centre Coordinators. Advise MSDC Emergency Coordinator. Advise Police, Fire Service. Communications with residents.
Storm/Wind Damage (Yellow 6)	Possible loss of life Damage to property Travel disruption Infrastructure damage (roads etc) Loss of power	Advise Rest Centre Coordinators. Advise MSDC Emergency Coordinator. Advice Police, Fire Service. PC contact Chainsaw owners and local tree surgeons. Communications with residents.
Sustained power failure (Yellow 6)	Lack of heating Lack of hot food Lack of food preservation Lack of telecommunication devices Isolation	Find out what has happened and how long it is expected to last. Contact Neighbourhood Watch. Communicate with residents via posters, noticeboards and leaflet drop. Liaise with local authorities and neighbours support groups to provide information and support vulnerable residents.
Sustained snow fall (Yellow 6)	Isolation House Bound Access to food Access to clean water Access to medication Frozen pipes Power failure	Winter Maintenance Plan (local). Contact 4x4 owners. Contact Neighbourhood Watch Coordinator. Communications with residents. Liaise with local authorities and neighbours support groups to provide information and support vulnerable residents.
Flooding (Yellow 6)	Blocked roads Damage to properties	Advise Rest Centre Coordinators. Advise MSDC Emergency Coordinator. Advise Police. Sand bags can be purchased from local builders merchants. Communications with residents. Liaise with local authorities and neighbours support groups to provide information and support vulnerable residents.
Road accident (Yellow 4)	Travel disruption Diversion may be required.	Advise MSDC Emergency Coordinator. Advise Police. Advise Rest Centre Coordinators. Communications with residents.

Continued/...

Risk	Impact on Community	Actions
Environmental accident (Green 1)		Communicate with residents via social media, posters, noticeboards and leaflet drop. Contact Neighbourhood Watch.
Industrial accident (Green 2)		Communicate with residents via social media, posters, noticeboards and leaflet drop. Contact Neighbourhood Watch.
Rail accident (Hassocks) (Green 2)	Travel disruption	Advise Rest Centre Coordinators, if needed. Communications with residents.

Risk Assessment Matrix

Likelihood: Impact:	Low (1)	Medium (2)	High (3)
Minimal (1)	1 x 1 = 1	1 x 2 = 2	1 x 3 = 3
Significant (2)	2 x 1 = 2	2 x 2 = 4	2 x 3 = 6
Severe (3)	3 x 1 = 3	3 x 2 - 6	3 x 3 = 9

APPENDIX B: Emergency Rest Areas

Building	**Location**
Village Centre	Trinity Road, Hurstpierpoint, BN6 9UY
Court Bushes Community Hub	Willow Way, Hurstpierpoint, BN6 9TH
Sayers Common Village Hall (2 toilets plus 1 disabled toilet with baby changing unit; kitchen with fridge and gas cooker)	Off B2118 Sayers Common, W. Sussex. BN6 9HX
Sayers Common Church Hall	Off B2118 (Oakhurst), Sayers Common, West Sussex, BN6 9JA
Further optional venues below:	
1st Scout HQ (Fully fitted kitchen; No food kept there. Toilet facilities and shower; tables and chairs; small car park.)	Trinity Road, Hurstpierpoint, BN6 9UY
Guide HQ (Hall – seats 80; ladies toilets and shower cubicle; disabled/men's toilet; kitchen; large garden)	Trinity Road car park, Hurstpierpoint, BN6 9UY

APPENDIX C: List of Utilities

Electricity	UK Power Networks	105 (national power cut phone line) This is free of charge and will put you through to your **local network operator** who can give you help and advice. 0800 31 63 105 or 105 from a landline or mobile. Power Cuts & Emergencies
Gas	National Gas Emergency Service Southern Gas Networks	0800 111 999 (report a leak or smell gas) Customer Service 0800 912 1700 customer@sgn.co.uk
Water	South East Water	0333 000 0001 Customer water supply helpline Mon-Fri: 8am - 7pm Sat: 8am - 1pm 0333 000 0365 Out-of-hours emergencies. If you have no cold water or have spotted a burst main or serious leak. 24 hours a day, seven days a week

APPENDIX D: List of Key Contacts and Contractors

Service	Name	Number
Lock Smith	Lock Assist	Removed for published version.
Plumber	B. Cooke Heating & Plumbing	
Gas Safe Engineer	Evinox	
Electrician	MVG Electrical	
Carpenter	Nick's Carpentry	
Roofer	Mascott Roofing	
Glazier	Commglass Ltd (Henfield)	
Tree Surgeon	J. Lee Trees	

APPENDIX E: List of Councillors and Staff (at 15 May 2026)

Councillors:

1. Cllr Michael Avery
2. Cllr Sarah Baldey
3. Cllr Helen Bedford
4. Cllr Susan Dyke
5. Cllr Shaun Hole
6. Cllr Rodney Jackson
7. Cllr Malcolm Llewellyn
8. Cllr Claire Majsai
9. Cllr Duncan Ranger
10. Cllr Bob Sampson
11. Cllr Julia Shorrocks
12. Cllr Annette Street
13. Cllr Lindsay Thompson
14. Vacancy
15. Vacancy

Officers:

Sarah Groom, Clerk to the Council
Gemma Porteous, Assistant Clerk
Viv Aloy, Assistant Clerk
Stephen Witchell, Estates & Facilities Manager
Hamish Raby, Maintenance Officer

Contact Details:

All Councillors and Officers can be contacted through the Parish Office:

Tel:	01273 833264 / Emergency No. 07497 271481
Email:	office@hurstpierpoint-pc.gov.uk
Postal Address:	Parish Office, Village Centre Trinity Road, Hurstpierpoint West Sussex, BN6 9UY
Website:	www.hurstpierpoint-pc.gov.uk
Facebook	"Hurstpierpoint & Sayers Common Parish Council"

APPENDIX F: Emergency Review Record

Date:
Time:
Location:
Attendees:
What type of emergency?
Where was it?
Was there a threat to life?
Was electricity, gas or water affected?
Were any vulnerable people involved/assisted?
What resources were used?
Do we need to follow up this emergency with on-going care/assistance?
Any other issues/points to discuss?
Any changes needed to the Emergency Plan as a direct result of this emergency?

Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Business Continuity Plan

For Council 21 May 2026

Introduction

The Civil Contingencies Act 2004 places a duty on a local authority to ensure that it is prepared as far as reasonably practical to continue to provide important functions and services in the event of a disruption. Whilst this is not a statutory duty for a parish council it is Hurstpierpoint & Sayers Common Parish Council's ("H&SCPC") intention to recognise the importance of producing and maintaining a business continuity plan for implementation in the event of disruptions to the day to day running of H&SCPC.

The plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within H&SCPC's area of responsibility.

Core Business of Hurstpierpoint & Sayers Common Parish Council

The parish council provides local services to its electorate and has responsibility for the following areas:

- Streetlights – installation, maintenance and repair of parish owned streetlights
- Recreation Grounds and Play areas – improvements, inspections and maintenance of South Avenue recreation ground (Hurstpierpoint) and Reeds Lane recreation ground (Sayers Common)
- Hurst Meadows – improvements, projects, maintenance and upkeep of 50 acres of countryside open space and ancient woodland
- Community Buildings – bookings and day to day management of Court Bushes Community Hub and Hurstpierpoint Village Centre
- Communal spaces – village garden and war memorial garden on Hurstpierpoint High Street
- Albourne Road Allotments – tenancies, maintenance and upkeep of allotment site – alongside the Allotment Association
- Cemetery – responsibility for maintenance, sale of plots and burials at South Avenue cemetery, chapel and upkeep of Lower Churchyard at Holy Trinity Church
- Street Furniture – installation maintenance and repair of village gateways and bus shelters
- Waste Collections – general waste bin and dog waste collections within and around the parish
- Public Conveniences – operation of Pit Road and Trinity Road toilets
- Planning – development of neighbourhood plan and consultee recommendations on all planning applications within the Parish
- Emergency Planning – developing and implementing severe weather and other emergency plans
- Community grants – supporting local groups and good causes by awarding grants
- The parish council office employed staff to carry out functions
- Managing the finances of H&SCPC and using the precept for the benefit of the parish

- Liaising with the District Council and the County Council, the South Downs National Park Authority or other relevant parties on issues that affect the parish

Potential causes of disruption include:

- Disasters and weather related problems, including:

- fire

- storms

- flood

- snow

- actions by other parties

- terrorism

- Vandalism or damage to HPPSCPC property
- Failures

- equipment due to failure, breakage or theft

- utilities and infrastructure providers

- public services

- Losses of:

- staff and councillors through death, illness, injury or resignation whilst on or off HPPSCPC duties, which in the case of councillors may leave the parish council inquorate

- equipment through theft breakage or major damage

- HPPSCPC records through theft, fire or corruption of files

Business Continuity Plan

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
Loss of Clerk/assistant Clerks due to death, illness, incapacity or resignation/dismissal	Ensure key tasks are up to date, including minutes. Access to log-ins and passwords are available. Clerk aware of, or assistant clerks trained in, key duties	Inform Chairman and Vice Chairman who will inform Council. Chairman to inform HSE if necessary.	Recruit temporary replacement/locum. Recruit permanent/assistant clerk	Review procedures to ensure minimal impact from loss
Loss of other members of staff due to death or serious injury whilst carrying out parish council duties OR Prolonged absence or resignation or dismissal of staff	Knowledge of duties with regard to Health & Safety Knowledge of duties with regard to employment law and staff supervision	Inform Clerk and Chairman/Vice Chairman who will inform Council. Clerk to inform HSE/Insurers/relevant third parties as appropriate	Recruit temporary replacement. Recruit permanent replacement	Review procedures to ensure minimal impact from loss
Loss of councillors due to multiple resignations	Co-option of Councillors from waiting list/reserves by MSDC, if necessary	Clerk to inform remaining Councillors and employees of the Council. Clerk to inform MSDC electoral service	MSDC to decide on temporary working strategy for council business. By-election or co-option procedure to be instigated	Parish Council to review procedure for recruitment of Councillors
Loss of Council documents due to fire, flood or other causes	Scan important documents and keep and electronic copy and back up. Back up in Cloud or at third party premises.	Clerk to inform Chairman/Vice Chairman. Retrieve last back-up. Inform insurers. Report incident to full council	Review procedures to ensure improvements and security	

EVENT	IMPACT MINIMISATION	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
Loss of Council equipment or electronic data due to theft, fault or breakdown	Back-up of computers. Regular risk assessments including security reviews	Clerk to inform Chairman/Vice Chairman. Report theft to police and insurers. Decide on immediate replacement. Report incident to full council	Replace in accordance with current regulations.	Review procedures to ensure improvements
Damage to buildings, allotments, open spaces and play equipment	Maintain adequate insurance cover. Carry out risk assessments	Clerk to inform Chairman/Vice Chairman and users. Inform police if necessary and insurers. Report incident to full council. Alternative premises to be identified. cordon off.	Review procedures to ensure improvements. Review risk assessments	In regard to parish office, clerk and assistant clerks to work from home. Clerk to notify public of any closure. Redirection of mail to alternative address.
Local disaster	Maintain up to date risk assessments of all parish council property/liabilities. Maintain up to date contact detail list of councillors and staff including next of kin. Maintain up to date emergency plan. Awareness of MSDC and WSCC disaster planning and key contacts	All members of council and employees to be informed Contact relevant emergency services as appropriate. Call extra-ordinary meeting of council to discuss position and any necessary action.	Review procedures to ensure improvements. Review risk assessments	

The Clerk is the first point of contact for all emergencies and business continuity actions, or in their absence the Assistant Clerks. If neither the Clerk or the Assistant Clerks are available, the Chairman, or in the absence of the Chairman the Vice-Chairman or a member of the Parish Council nominated by the Chairman or Vice-Chairman shall implement the actions.

Review of plan

The Business Continuity Plan will be reviewed on an annual basis in May by full Council and a copy given to all Parish Councillors.