

Old Weston Parish Council Risk Register

Dated: Draft 30.4.24

Risk No.	Title	Description of Risk	Post Mitigation		Risk Rating	Mitigation / Management
			Likelihood	Severity		
1	Inadequate Precept	There is a risk that the Precept is insufficient to fund unforeseen events. If this risk impacts the Council may be unable to fulfil its responsibilities and could suffer reputational damage.	1	4	4	Ensure there is reasonable provision within the Council's Financial Reserves.
2	Breach of GDPR	There is a risk that the Council might breach GDPR regulations, due to human error or malicious attack on a councillor's PC or the shared server.	2	2	4	1. Ensure all GDPR processes have been followed and appropriate documents produced. 2. Ensure all members of the Council are familiar with the processes and know how to act in the event of a breach or request for data erasure (the 'right to be forgotten'). 3. Ensure all personal data is deleted when it is no longer required. Note: The operational activities performed by the Council do not generally involve the processing of personal data.
3	Loss or damage to Council assets	There is a risk that that one of the Council's assets such as the MVAS might be damaged, stolen or suffer failure. If this risk impacts the Council could incur a financial loss.	1	3	3	Ensure all assets are appropriately insured and any residual risk is covered by a provision within the financial reserves.
4	Public injury caused by Council assets	There is a risk that equipment could cause injury or damage. This might be caused by severe weather or carelessness.	1	4	4	1. Ensure the Council's public liability insurance provides adequate cover. 2. Ensure any councillor or volunteer is appropriately familiar with the equipment.
5	Council records - paper	There is a risk that the Parish Council's current paper records, which are stored at the clerk's home address, could be destroyed by fire or water leakage.	1	4	4	Soft copies of all records that need to be maintained or readily accessed are being created and placed on the PC's secure shared drive (One Drive). Some paper documents are being archived at Huntingdon library, while all other records are binned or securely destroyed, in accordance with the Data Retention policy.
6	Council records - electronic	There is a risk that the Parish Council's electronic records, could be lost through hardware failure or virus attack. If this risk impacts, all current operational data and files could be lost, resulting in some loss of service and a significant amount of work to recover the situation.	2	4	8	1. A cloud-based secure shared server has been created, using OneDrive, with separate back-up facilities.
7	Loss of key personnel	There is a risk that a key member of the Council (typically the Clerk or Chair) might unexpectedly resign or become seriously ill. If this risk impacts, the Council may be unable to operate until a replacement has been found.	1	2	2	1. If the Clerk resigns, request a Clerk in neighbouring Council temporarily fulfils the role. 2. If the Chair resigns, the Vice-Chair will take over until a replacement is found.
8	Failure to achieve quorum at meetings	There is a risk that insufficient councillors attend a meeting, preventing council business from being conducted. If this risk impacts deadlines may be missed and important decisions deferred, causing reputational damage and missed opportunities.	1	3	3	1. Publish all meeting dates 12 months in advance. 2. Re-schedule a meeting if this risk impacts.
9	Council lacks relevant skills and commitment	There is a risk that the Council lacks the relevant skills and commitment. If this risk impacts, the Council could fail to achieve its purpose, decision making may bypass the Council and may deliver poor value for precept money.	2	3	6	Allocate areas of responsibility to individual councillors and ensure they have the relevant skills and time to perform their duties.
10	Failure to provide proper, timely and accurate reporting of Council business	There is a risk that important decisions and actions may be omitted from the minutes of a meeting. This may cause confusion and misunderstandings, along with actions being performed that do not reflect the intentions of Council.	1	3	3	1. Circulate draft minutes to all Councillors before publishing the formal draft copy. 2. Draft minutes are required to be published on the village website.

SQEP = Suitably Qualified and Experienced Person

Highly Likely	5	10	15	20	25
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11	Failure to meet residents expectations	There is risk that residents are unaware of the Council's activities and assume local issues are not being addressed. This may be caused by a lack of publicity or failure to listen to residents. If this risk impacts, the Council may suffer reputational damage and lose its effectiveness.	1	3	3	1. Publish Draft minutes on the village website. 2. Make occasional announcements on Facebook, e.g. public meetings.
12	Lack of maintenance of Council owned property	There is a risk that Council owned property may not be inspected and maintained regularly. If this risk impacts, there may be higher costs of repairs, possible injury to third party leading to claims.	1	3	3	Individual councillors are assigned areas of responsibility. Their routine reports should include observations and recommendations regarding any need for maintenance and repairs.
13	Electronic Fraud /Scam	There is a risk that both Councillors and officers could be subjected to electronic fraud or scamming. If this risk impacts, the Council may lose money or key documents.	1	5	5	All individuals should regularly check the verification of communications. This could be just an email or phone call to verify the authenticity of an unusual request or by carefully checking the URL or email address.
14	Banking Fraud	There is a risk that due to inadequate checks there could be a loss through theft or dishonesty	1	5	5	1. Parish Council accounts handled by RFO 2. Current account is with Unity. 3. Access to online banking for RFO and minimum of 2 other Councillors. 4. Council able to authorise payments set up by RFO. 5. Continue to monitor Financial Regulations as necessary. 6. Council to be provided with regular financial reports.
15	Inadequate Insurance	There is a risk that the Council lacks adequate cover.	2	4	8	Ensure Insurance cover is reviewed annually. Employers Liability, Public Liability and Fidelity Guarantee are statutory requirements.
16	Failure to accurately record Payroll	There is a risk of breach of employment law including NI and tax.	1	5	5	Ensure compliance with HMRC regulations. Parish Council is a member of CAPALC that provide regular updates.
17	Elections	There is a risk of Election costs.	1	3	3	1. There are no measures which can be adopted to minimise the risk of a contested election. 2. Create earmarked reserves from precept budgeted for elections.
18	Annual Governance & Accountability Return (AGAR) - Completion	There is a risk the AGAR is not submitted within the time limits or not completed satisfactorily. Recommendations of Auditors (internal and external) not complied with.	1	2	2	1. Ensure AGAR is completed and signed by the RFO and Chairman at appropriate meeting of Council. 2. AGAR is signed by Internal Auditor. 3. Reports to be provided to full council for consideration and any actions documented and minute for future action.
19	Reputational Risk	There is a risk that Councillors bring the Council into disrepute	1	5	5	Ensure all Councillors understand and receive training on the Code of Conduct. All members are to maintain a professional approach on all Parish matters.
20	Conflict of Members Interest	There is a risk of conflict of members interest.	1	5	5	Councillors have a legal obligation to declare any interest before or at the start of a meeting or when conflict becomes apparent during a meeting. Register of Member's interest form to be completed at beginning of term and reviewed annually or when a change in circumstances.

Likelihood	Likely	4	8	12	16	20
	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Very Unlikely	1	2	3	4	5
	Negligible	Low	Moderate	High	Severe	
	Impact					

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