

Hopesay Parish Council Risk Register

Assessment Matrix

Likelihood:

	Medium (3)	High (6)	High (9)
	Low (2)	Medium (4)	High (6)
	Low (1)	Low (2)	Medium (3)

Impact **Negligible (1)** **Moderate (2)** **Severe (3)**

Risks will be reviewed on a rolling basis with overall assessment annually

Risks scoring 4-6 will be reviewed at each meeting.

Any risk scoring 9 will require a special meeting to be called urgently.

No.	Description	Impact	Current Controls/Mitigation	Likelihood Score	Impact Score	Rating	Response/Action / REVIEW DATE
1	Death or injury on premises for which PC responsible	Very significant Danger of litigation Or criminal procedures	Health and safety reviews Insurance, maintenance, Ensuring village hall has adequate procedures. Risk assessments undertaken for each activity	1	3	3	Critical item requiring Regular review of risk assessments. Reviewed 28/4/25: H&S reviews will constitute part of assets inspections. Template for risk assessing Aston Green work in shed.
1a	Injury to public from trees on parish council lands.	Medium to High. Litigation, insurance claims	Not a huge number of trees, Mitigate risk by regular inspection	1	3	3	Aston Green & Arbor Trees, Broome checked. Reviewed 28/4/25
2	Loss of financial resources due to fraud or error	Reduces or removes ability of PC to operate effectively. Misuse of public money	Financial regulations, budgets, standing orders and training, Insurance, RFO & councillor monitoring, councillor checks, Internal audit	1	3	3	Maintain vigilance, and annual governance checking, ensure effective internal controls, regular councillor checks on invoices/cashbook/financial records, (latest internal controls review completed February 2023). Reviewed March 2025
3	Poor financial planning/ administration	Loss of funds, misuse of money. Failure to set appropriate precept. Funds not available for essential work.	Financial regulations. Qualified Clerk. Rigorous reviews. Budgets and review of commitments and outgoings. JPEG guidance followed. Audit/year-end training for clrs Adequate Reserves.	1	3	3	Ensure that the budget is set correctly, that clerk is qualified and experienced and does CPD; councillors attend financial training regularly, internal audit reviewed regularly. Reviewed March 2025

ROLLING REVIEWS (most recent): 25/3/24, 22/4/24, 20/05/24, 15/7/24, 19/8/24, 14/10/24, 24/2/25, 31/3/25, 28/4/25.

No.	Description	Impact	Current Controls/Mitigation	Likelihood Score	Impact Score	Rating	Response/Action / REVIEW DATE
4	Failure to comply with legislation or regulations, Councillors not up to date with responsibilities, council requirements, &/or legislation	Open to legal challenge, risk of court proceedings. Can lead to risk 5. Risk of making poor decisions, giving incorrect advice to parishioners	Qualified Clerk, does CPD. Councillor training, refresher training. Councillors must understand statutory duties, powers, and legal obligations Regular/ongoing training requirement incorporated into Standing Orders, SALC & SLCC membership.	1	3	3	<u>members should seek the advice of the clerk.</u> Training plan required, induction & ongoing – review annually. Councillors to attend training, & keep up to date REVIEWED 28/4/25
5	PC acts outside powers (Ultra Vires)	Collective legal liability breached Risk of Council decisions deemed invalid Risk of court proceedings Risk of governance review	Training, Qualified Clerk, SALC & SLCC membership, Reference documents Councillors must understand statutory duties, powers, and legal obligations	1	3	3	<u>Members should seek the advice of the clerk.</u> REVIEWED Oct 24. KEEP UNDER REVIEW.
6	Failure to consult electorate Failure to prioritise activities which benefit and meet the expressed needs of the electorate	Council working to own agenda. Failure to meet objectives, poor service to electors. Poor use of public money	Questionnaires, consultations and discussions. Holding open meetings & interactive & representative APMs. Annual reviews of pc aims & objectives. Parish events presence when possible.	1	3	3	Review annually. How to reach electorate = consider leafletting - introducing clrs to parishioners, making clrs known and accessible. Presence at community events, consulting parish (electorate) on important parish matters. Action plan for year based on APM – consult electorate at AGM. Reviewed 25/7/24

No.	Description	Impact		Current Controls/Mitigation	Likelihood Score	Impact Score	Rating	Response/Action / REVIEW DATE
7	Poor project planning	Projects go over time or budget or fail to meet objectives		Task groups with clear terms of reference Risks considered for each project.	1	3	3	Regular monitoring via standing agenda item added to the project specific Standing Order. Reviewed 24/02/2025.
8	Loss of clerk through illness, incapacity; or resignation	Unable to function as a council		Employ a locum clerk, ensure insurance covers cost Follow best practice, ensure adequate support	1 at present	3	3	Insurance cover adequate REVIEWED 19/8/24
9	Not enough councillors to be an effective council	Council does not have resources to be proactive, poor service to electors, could fall below quorum		Ongoing recruitment & awareness raising campaign (long term commitment); <i>mentoring for new clrs</i>	2	1	2	New clrs will be given ongoing support and mentoring. Review annually. Reviewed 24/02/2025, leaflet appealing for electors to stand in May election issued to all households
10	GDPR non-compliance (complex legislation requiring many steps)	As 4, but also including huge fines	Council actively working towards compliance, clerk & councillors undergo regular training. Follow ICO, SALC and other advice/guidance, remind clrs to observe confidentiality & be careful re emails		1	3	3	Council is continually working towards compliance. Progress satisfactory. Reviewed Oct 24, no changes.
11	High consequence infectious disease outbreak, or other national crisis potentially leading to suspension of council meetings	Unable to function as a council until remote meetings allowed by enactment of temporary legislation		Adoption of HCID policy to cover such an event, SALC and Shropshire Council issue comprehensive advice, info, and guidance	2	1	2	policy gives the clerk delegated powers to operate council in conjunction with councillors by email for the period when no council meetings are allowed. Reviewed March 2025

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Hopesay Parish Council- Risk Register: ROLLING REVIEW

“BACK PAGE” risks **removed** from active register (but retained for record) following review:

		Description	Impact	Current controls / mitigations	Likelihood Score	Impact score	Rating	Response / action
		Failure of IT systems or website	Reduced ability to operate Cost of replacement Danger of non-compliance with statutory regulations	Anti-virus software Back ups Website support provided by professional company	2	1	2	WEBSITE: any non-compliance Issues must be urgently addressed REVIEWED 21/8/17: Purchase second external hard drive for back up & keep off-site
		Loss of physical assets	Cost of replacement	Physical security, insurance, Maintenance, asset checks	1	1	1	Maintain at least annual asset checks REVIEWED 11/9/17
		Failure / disbanding of Village Hall Committee						Council to organise a Public meeting to elect new management committee Reviewed 11/10/17
		Failure to be transparent	Reputation of PC. Risk of external review.	Meeting the transparency code. Ensure open processes				Reviewed 29/1/18