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|  | **Hopesay Parish Council Risk Register** |
|  | **Assessment Matrix** |
| **Likelihood:** |  |  |  |
| **Highly Likely (3)** | Medium (3) | High (6) | High (9) |
| **Likely (2)** | Low (2) | Medium (4) | High (6) |
| **Unlikely (1)** | Low (1) | Low (2) | Medium (3) |
| **Impact** | **Negligible (1)** | **Moderate (2)** | **Severe (3)** |
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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    De Description** | **Impact** | **Current****Controls/Mitigation** | **Likelihood****Score** | **Impact****Score** | **Rating** | **Response/****Action / REVIEW DATE** |
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| **1** |  | Death or injury on premises for which PC responsible  | Very significantDanger of litigationOr criminal procedures | Health and safety reviewsInsurance, 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 28/6/21: 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, risk is mitigated by regular inspection | 1 | 3 | 3 | Aston Green & Arbor Trees checked; Broome s/be ok, next to check. Reduce likelihood to 1.Reviewed 26/7/21 |
| **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, quarterly checks by councillors on financial records, (latest internal controls review completed February 2022). |
| **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. Audit/year-end training for cllrsAdequate 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.Risks 2 & 3 reviewed 28/2/22. |
| **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 | members should seek the advice of the clerk.Training plan required, induction & ongoing – review annually. Councillors to attend training, & keep up to dateREVIEWED 24/5/21 |
| **5** |  | PC acts outside powers**(Ultra Vires)** | Collective legal liability breachedRisk of Council decisions deemed invalidRisk of court proceedingsRisk of governance review | Training, Qualified Clerk,SALC & SLCC membership,Reference documents**Councillors must understand statutory duties, powers,** **and legal obligations** | 1 | 3 | 3 | Members should seek the advice of the clerk.REVIEWED 18/10/21.KEEP UNDER REVIEW. |
| **6** |  | Failure to consult electorateFailure to prioritise activities which benefit and meet the expressed needs of the electorate2020 Covid-19 specific 1st review 20/7/20. | 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. Parish Plan reviews. Annual reviews of pc aims & objectives. | 1 | 3 | 3 | Review annually. Reviewed 26/7/21. How to reach electorate = consider leafletting - introducing cllrs to parishioners, making cllrs more known and accessible. Craft Fairs presence, presence at other community events?Action plan for year based on APM – consult electorate at AGM. |
| **7** |  | Poor project planning | Projects go over time or budget or fail to meet objectives | Task groups with clear terms of referenceRisks considered for each project. | 1 | 3 | 3 | Regular monitoring via standing agenda item added to the project specific Standing Order. Reviewed 15/11/21. |
| **8** |  | Loss of clerk through illness, incapacity; or resignation | Unable to function as a council | Employ a locum clerkFollow best practice, ensure adequate support | 1 at present | 3 | 3 | Insurance cover adequateREVIEWED 24/5/21 |
| **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); *mentoring for new cllrs* | 2 | 1 | 2 | New cllrs will be given ongoing support and mentoring. Review annually. Jan22 likelihood reduced to 1. |
| **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 cllrs to observe confidentiality & be careful re emails | 1 | 3 | 3 | Council is continually working towards compliance. Progress satisfactory.Reviewed Aug 21, no changes. |
| **11** |  | High consequence infectious disease outbreak, 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. Jan22 likelihood reduced to 1. |

Hopesay Parish Council- Risk Register: ROLLING REVIEW

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

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|  |  | Description | Impact | Current controls / mitigations | LikelihoodScore | Impactscore | Rating | Response / action |
|  |  | Failure of IT systems or website  | Reduced ability to operateCost of replacementDanger of non-compliance with statutory regulations | Anti-virus softwareBack upsWebsite support provided by professional company | 2 | 1 | 2 | WEBSITE: any non-complianceIssues must be urgently addressedREVIEWED 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 checksREVIEWED 11/9/17 |
|  |  | Failure / disbanding of Village Hall Committee |  |  |  |  |  | Council to organise a Public meeting to elect new management committeeReviewed 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 |