Winsley Parish Council - Risk Register, reviewd April 2025

Risk No	Risk Title	Consequence	Risk Owner/s	Likelihood 1(Low) – 4(High)	Impact 1(Low) – 4(High)	Risk Priority	Mitigation Actions	R A G status	Date Assessed
	GOVERNANCE								
G1	Failure to attract sufficient candidates for councillor vacancies or elections	- Reduced representation of neighbourhoods. - Lack of resource. - Possible meeting inquorate.	Councillors	2	2	4	- Actively publicise council activities. - Seek candidates amongst eligible residents. - Publicise elections & vacancies on notice boards. - Publicise elections & vacancies in Winsley Weaver and Community Website.	G	Apr-25
G2	Failure to achieve quorum at meetings; or meetings not held when due.	- Business not transacted. - Decisions not made.	Councillors Clerk	2	3	6	- Issue annual meeting calendar to all councillors. - Issue meeting agendas promptly. - Contact councillors who fail to attend meetings.	A	Apr-25
G3	Lack of public consultation by Council	- Decisions not based on evidence. - People disenfranchised.	Councillors	1	3	3	- Ensure that meetings are publicised on notice boards. - Include public participation on all agendas. - Publish agendas and minutes on website. - Use Annual Parish Meeting to engage with community. - Place articles in Winsley Weaver and on	G	Apr-25
G4	Failure to respond to electors wishing to exercise right of inspection	- Complaints received. - Not transparent. - Non compliance.	Clerk	1	2	2	- The Clerk is to advertise the electorate's right to inspect relevant documents. - Clerk to respond to requests for inspection.	G	Apr-25
G5	Councillors acting alone outside meetings	- Councillors outside compliance. - Indemnities invalid. - Personal risk.	Councillors	2	2	4	- Councillors to read NALC 'Good Councillor Guide' and ensure compliance with both Code of Conduct and Standing Orders. - Without delegated authority, councillors to avoid making commitments on behalf of the council. - Where necessary attend relevant training course	G	Apr-25
G6	Council decisions not implemented	- Electorate's confidence in Parish Council undermined. - Reputation risk arises. - Possible resource losses (financial and time).	Clerk	2	4	8	- Clerk to maintain Actions Register. - Outstanding actions to be considered at next meeting. - Ensure sufficient resources available to execute decisions.	A	Apr-25
G7	Inaccurate, untimely, improper minutes	- Poor decisions in future - Poor evidence for decisions	Clerk	1	3	3	- Clerk to check minutes with Chairman not more than 5 working days after meeting. - Minutes published. In draft in advance of next	G	Apr-25
G8	Inadequate document control	- Poor evidence - Poor support to Councillors	Clerk	1	2	2	- Clerk to maintain an effective filing and retrieval system.	G	Apr-25

G9	Failure to recognise and address conflict of interest	- Lack of transparency - Open to complaints of unfairness or bias	Councillors Clerk	1	2	2	- Councillors to comply with Code of Conduct and Standing Orders. - Councillors to register interests and update the Council's Register Interests whenever necessary.		Apr-25
G10	Incomplete/inaccurate register of Councillors' interests	- Lack of transparency - Open to complaints of unfairness or bias	Councillors	1	2	2	- Councillors to comply with Code of Conduct and Standing Orders. - Councillors to register interests and update the Council's Register Interests whenever necessary.	G	Apr-25
G11	Failure to complete/submit Annual Return on time	- Poor Auditors report - Public confidence suffers.	Clerk	1	3	3	- Compliance with timetable for making statutory submissions.	G	Apr-25
G12	Improper contracting procedures	- Possible losses - Poor levels of service - Possible increased costs	Clerk	1	3	3	- 2014 national contracting model adopted. - Separation of contracting and financial management responsibilities.	G	Apr-25
G13	Loss of electronic data and information.	- Interruption to effective administration.	Clerk	1	4	4	- Provide appropriate external hard-drive and UPS.	G	Apr-25
G14	Loss of hard-copy data and information.	- Interruption to effective administration.	Clerk	1	1	1	- Documents produced to 2008 archived.	G	Apr-25
G15	Loss of services of Parish Clerk	- Interruption to effective administration	Councillors Clerk	2	3	6	- Contact local clerks/SLCC for locum support. - Clerk to maintain electronic and hard-copy files in easily accessible manner.	A	Apr-25
G16	Lack of professional advice	- Poor decisions. - Costs and waste. - Possible non-compliance.	Clerk	2	2	4	- Maintain membership of WALC, NALC and SLCC. - The Clerk should receive suitable training and	G	Apr-25
	OBJECTIVES AND STRATEGY								
OS1	Lack of defined objectives or strategy	- Resources not directed. - Poor performance management.	Councillors	1	2	2	- Council has an agreed 3 year Plan (Budget and forecasts for years 2 & 3). - Plan reviewed twice per year	G	Apr-25
OS2	Failure to correctly identify local needs or wishes	- Council does not represent the people. - Resources not applied. - Democratic deficit.	Councillors	1	3	3	- Maintain close contact with local residents. - Advertise parish meetings to obtain residents' feedback. - Use questionnaires to identify local wishes (eg Post Office). - Publicise plans and invite comments. - review correspondence and social media. - Use events to seek views and feedback.	G	Apr-25
OS3	Lack of public participation at meetings	- Public voice not heard. - Potential lack of interest in vacancies. - Lack of transparency.	Councillors	1	2	2	- Ensure meetings publicised on notice boards. - Place articles in Winsley Weaver and community website. - Include public participation on all agendas. - Ensure seating available for public at meeting. - Publish agendas and minutes on website.	G	Apr-25
	REPUTATION								

R1	Allegations of libel or slander	- Potential for litigation. - Costs of investigation. - Reduces confidence.	Councillors	1	3	3	- Clerk or Chairman to intervene. - Consider convening full Council to review allegations. - Compliance with Code of Conduct. - Review all press releases or newsletter articles before release.	G	Apr-25
R2	Bad publicity	- Reduces confidence.	Councillors Clerk	1	3	3	- Review all press releases or newsletter articles before release - Manage press relations	G	Apr-25
R3	Publication of edited recordings of meetings	- Reduces confidence, misinformation and litigation.	Councillors	1	3	3	- Council to publish full recordings of selected meetings.	G	Apr-25
	ASSETS								
A1	Accidental damage to fixed assets	- Costs of repair. - Loss of service until	Clerk	2	2	4	- Maintain insurance. - Playground inspection regime established.	G	Apr-25
A2	Vandalism to fixed assets	- Costs of repair. - Loss of service until repaired.	Clerk	3	2	6	- Maintain inspection regime. - Maintain insurance. - Liaison with police.	A	Apr-25
A3	Loss to third parties	- Possible litigation. - Costs/damages.	Clerk	1	4	4	- Review health & safety. - Bi-annual inspection carried out by RoSPA. - Notice of limits of use of playground equipment posted in playground. - Ensure adequate insurance. - Check contractors insurance. - Management of volunteer's contribution to service provision (Volunteer Policy).	G	Apr-25
A4	Inadequate insurance	- Balance of costs to be found	Clerk	1	4	4	- Council to review insurance provision annually or if circumstances change.	G	Apr-25
A5	Failure to calculate/submit precept on time	- Inadequate resources to meet commitments. - Costs of re-billing	Clerk	1	3	3	- Clerk to respond to Wiltshire Council notices. - Agenda item for Councillors.	G	Apr-25
A6	Inadequate annual precept and unsound budget	- Inadequate resources to meet commitments. - Costs of re-billing	Councillors	1	4	4	- Clerk and Councillors to build sound budget, using risk register and known commitments. - Councillors to consider Reserves Policy outlined at Financial Regulations.	G	Apr-25
A7	Failure to account for and recover VAT	- Wasted resources	Clerk	1	3	3	- Clerk to review - Internal auditor to check	G	Apr-25
A8	Failure to stay within agreed budgets	- Inadequate control. - Potential wasted resources.	Councillors Clerk	1	2	2	- Clerk to monitor expenditure. - Reserves Policy to mitigate short-term impact of loss.	G	Apr-25

A9	Holding excessive, inadequate or inappropriate reserves.	- Comments at auditors report. - Poor use of resources - Inability to meet commitments - Reduction in confidence	Councillors	1	3	3	- Clerk to monitor. - Reserves Policy to set percentage of precept. - Council to review size of Reserves	G	Apr-25
A10	Fraud by Clerk	- Reputation. - Costs. - Litigation.	Clerk Councillors	1	3	3	- Appropriate level of internal audit. - Regular reporting to Councillors. - Control systems for managing expenditure.	G	Apr-25
A11	Fraud by Councillors	- Reputation. - Costs. - Litigation.	Clerk Councillors	1	3	3	- Appropriate level of internal audit. - Regular reporting to Councillors - Control systems for managing expenditure	G	Apr-25
	COMPLIANCE								
C1	Inadequate awareness of relevant legislation	- Failure to comply with relevant legislation.	Councillors Clerk	1	3	3	- Maintain membership of WALC/NALC. - Councillors trained, where necessary. - Clerk qualified.	G	Apr-25
C2	Failure to comply with relevant legislation	- Litigation. - Costs. - Reputation damage.	Councillors Clerk	2	3	6	- Maintain membership of WALC/NALC. - Clerk to maintain training. - Liaise with internal and external auditors.	A	Apr-25
C3	Failure to maintain accurate fixed assets register	- Inadequate control and maintenance of community assests.	Clerk	1	4	4	- Council to review. - Internal audit to review.	G	Apr-25
C4	Inadequate financial records	- Potential waste of resources.	Clerk	1	2	2	- Internal audit to review. - Folllowing Financial Regulations and UK GAAP.	G	Apr-25
C5	HMRC requirements not met	- Costs. - Litigation.	Clerk	1	3	3	- Clerk to liaise as necessary.	G	Apr-25
C6	Failure to comply with deadlines for returns.	- Poor auditor's report. - Reduction in confidence across community in Parish Council's openess and ability	Clerk	1	2	2	- Clerk to liaise with internal and external audit. - Council to consider and approve returns.	G	Apr-25
C7	Non-compliance with Data Protection (DP) legislation.	- Litigation. - Poor reputation.	Councillors Clerk	1	3	3	- Clerk to monitor. - Registered with ICO.	G	Apr-25