

**Bredenburg Group Parish Council Risk Register Adopted April 2018**  
**Updated July 2021, Reviewed October 2023**

<b><u>STRATEGIC</u></b>					
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>Inherent Risk (Likelihood x impact) RAG</b>	<b>Management Control of Risk</b>	<b>Review/Assess/Revise/RAG</b>	<b>Residual Risk (Likelihood x impact) RAG</b>
Continuity of the Parish Council	More than 7 vacancies at any one time creating an inquorate Council.	<b>(3x3)</b>	Election or Co-option process managed by Elections @ Herefordshire Council Additional management of risk through succession planning and raising awareness of the Council's role to encourage active participation.	Existing procedures adequate. All 7 current Councillors elected May 2023. Term of office four years. No current vacancies.	<b>(2x2)</b>
Continuity of Parish Council business	PC being able to continue its business due to an unexpected or tragic circumstance involving the Clerk.	<b>(2x3)</b>	All files and recent records are kept at the Clerk's home. The Clerk makes monthly back-ups of files and emails.  In the event of the Clerk being indisposed/or resigning the Chairman to contact HALC for advice.	Existing procedures adequate.	<b>(1x3)</b>
Future development of the Parish	Failure to take the opportunity to influence development within the Parish which could result in community dissatisfaction.	<b>(3x3)</b>	PC has coordinated the production of a Neighbourhood Plan. This has allowed the community to express its view on how the Parish should be developed.  The Neighbourhood Plan has been approved by the community through a successful referendum but has not yet been adopted due to ongoing issues with the HC HRA (phosphates) issue.  Herefordshire Council are currently going through a consultation and review process on developing a new Local Plan for 2021-2041. This may also impact on the Neighbourhood Plan in its current form.	Awaiting formal adoption by Herefordshire Council.  The Neighbourhood Plan carries material weight Lobby County Councillors/Officers to maintain the status of the Neighbourhood Plan. Residual Risk Level raised to - Likelihood Possible (3) x Consequence Moderate (3) until outcomes known.	<b>(3x3)</b>
Preservation of environment character and amenities in the Parish.	Failure of the Council to help protect existing amenities, buildings, services, landscapes, jobs may degrade the Parish and result in dissatisfaction.	<b>(2x3)</b>	The Council has coordinated the production of a Neighbourhood Plan to help protect existing amenities, buildings, services, landscapes, jobs.  The Parish Hall was successfully registered as a Community Asset 2018 - 2023.	Await formal adoption by Herefordshire Council.  Community Asset re-registration applied for July 2023 did not meet requirements. Re-applying January 2024	<b>(2x3)</b>

<b><u>FINANCIAL MANAGEMENT</u></b>					
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>Inherent Risk (Likelihood x impact) RAG</b>	<b>Management Control of Risk</b>	<b>Review/Assess/Revise/RAG</b>	<b>Residual Risk (Likelihood x impact) RAG</b>
Precept	Adequacy of precept. Requirements not submitted to Herefordshire Council. Amount not received by Herefordshire Council.	(2x2)	The Council reviews the Precept requirement annually at the November meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figures for the next financial year. With this information the Council then agrees the amount set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from Herefordshire Council. This figure is submitted by the Clerk to Herefordshire Council.  The Clerk informs Council when the monies are received in April and September.	Existing procedures adequate.	(1x1)
		(1x2)			(1x1)
		(1x2)			(1x1)
Financial records	Failure to maintain adequate accounting records.	(1x2)	The Council has Financial Regulations that set out the requirements.  Process overseen by the Chairman and the Council. Internal Audit and External Audit (if requested.)	Existing procedures adequate. Review the Financial Regulations when necessary.	(1x3)
	Financial Irregularities	(1x3)			
Bank and banking	Inadequate checks.	(2x2)	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts.  The bank can make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statements arrive; these are dealt with immediately by informing the bank and awaiting their correction.	Existing procedure adequate. Review the Financial Regulations and bank signatory list when necessary, especially after an Annual Parish Council Meeting and an election. Monitor the bank statements monthly.	(1x2)
	Bank mistakes.	(1x3)			(1x2)
		(1x3)			(1x2)

	Loss. Charges.	(2x2)	The Clerk reviews the Councils banking arrangements regularly. Process Overseen by the Chairman and the Council. Internal Audit and External Audit (if requested).		(1x2)
Reporting and auditing	Failure to provide Information to Councillors.	(1x3)	The Council has Financial Regulations that set out the requirements for reporting and auditing. A full list of payments and receipts and cheques to be signed is provided at the meeting and the financial records including a breakdown of receipts and payments balanced against the bank statement are presented and checked and signed by a Councillor at each meeting. Overseen by the Chairman and the Council. Internal Audit and External Audit.	Existing procedures including communications adequate.	(1x1)
Direct costs Overhead expenses Debts	Goods not supplied but billed.	(2x3)	The Council has Financial Regulations that set out the requirements. At each Council meeting invoices awaiting approval are placed on the agenda and are considered for payment by The Council.  Process overseen by the Chairman, the Clerk and the Council. Internal Audit and External Audit.	Existing procedure adequate. Review the Financial Regulations when necessary.	(1x1)
	Incorrect invoicing.	(2x2)			(1x1)
	Cheque payable incorrect.	(2x2)			(1x1)
	Loss of stock.	1x2			(1x1)
Grants and support - payable	Power to pay.	(1x3)	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. Process overseen by the Chairman and the Council Internal Audit and External Audit.	Existing procedures adequate.	(1x1)
	Authorisation of Parish Council to pay.	(1x3)			(1x1)
Grants - receivable	Receipts of Grant.	(1x3)	Receipt is reported to the Parish Council at the next meeting of the Council. Any one-off grants awarded would come with terms and conditions to be satisfied. Process overseen by Chairman and the Council. Internal Audit and	Existing procedures adequate.	(1x1)
Best value	Work awarded incorrectly resulting in claims against the Parish Council. Unnecessary costs resulting in potential overspends.	(2x2)	As per Financial Regulations normal Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Review Financial Regulations regularly.	(1x1)
Accountability		(2x2)			(1x1)

Salaries and associated costs	Salary paid incorrectly.	(2x2)	The Parish Council authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council and applied on 1st April each year. Salary is paid by Cheque each month for a set number of hours and reported to the Council.  The Tax and NI contributions due are reported to the Council and signed off quarterly. Payroll outsourced to a third party – Autela and received via Sage. Process overseen by the Chairman and the Clerk.	Existing appointment and payment system is adequate.	(1x1)
	Wrong hours paid. Wrong rate paid.	(2x2)			(1x1)
	Wrong deductions of NI or Tax. Unpaid Tax & NI contributions to the Inland Revenue.	(2x2)			(1x1)
		(2x2)			(1x1)
Election costs	Risk of an election cost that may add unforeseen costs and result in a reprioritisation of the budget.	(2x2)	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from Herefordshire Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. Managed by Herefordshire monitoring officer.	Existing procedure adequate.	(1x2)
VAT	Re-claiming/charging.	(2x2)	The Parish Council has Financial Regulations that set out the requirements. Process overseen by the Chairman and the Council.	Existing procedure adequate.	(1x1)
Annual return	Submit within time limits.	(2x2)	The Annual Return is completed and signed by the Chairman on behalf of the Parish Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedure adequate.	(1x1)
Legal powers (to manage finances competently)	Illegal activity or payments/ fraud resulting in losses incurred through incompetence or dishonesty by councillors or employees.	(1x3)	Fidelity Insurance. Financial Regulations in place. All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings. Process overseen by the Chairman and the Council. Internal Audit and External Audit.  Working Parties or sub-committees have no powers to make decisions only recommendations which will be submitted to the Parish Council.	Existing procedure adequate. Review Fidelity Insurance on an annual basis.	(1x2)
	Working Parties/Sub-committees.	1x1			(1x1)

<b><u>MANAGEMENT</u></b>					
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>Inherent Risk (Likelihood x impact) RAG</b>	<b>Management Control of Risk</b>	<b>Review/Assess/Revise/RAG</b>	<b>Residual Risk (Likelihood x impact) RAG</b>
Communications	Failure to communicate with the parish resulting in dissatisfaction or the failure to deliver projects that rely on community involvement.	<b>1x1</b>	The Parish Council currently uses and regularly updates the Parish Council Website, the Parish Magazine and produces leaflets and surveys as required to obtain feedback. Community Forums are used together with leaflet drops directly to residents by Councillors.  Website training available to the Clerk as and when required.	Existing procedures adequate.	<b>1x1</b>
Audits	Failure to follow recommendations of audits leading to sanctions.	<b>1x1</b>	Audit feedback and any resultant action plan is provided to the Parish Council. Actions are minuted.  Overseen by Chairman and Council.	Existing procedures adequate.	<b>1x1</b>
Risk Management	Failure to manage risk resulting in harm, damage or loss to the Parish Council and anyone affected by its undertaking.	<b>(2x3)</b>	Risk Assessment Procedure.  Risks assessed.  Overseen by Chairman and Council.	Existing procedures adequate. Ongoing monitoring and review of risk.	<b>(1x1)</b>
Injury to individuals or damage to property caused by Parish Councils undertakings	Potential losses due to claims made against the Council.	<b>(2x3)</b>	Public liability insurance is in place. Risk assessments carried out to comply with requirements.	Existing procedures adequate. Ensure risk assessments are carried out when required.	<b>(1x3)</b>
Parish Council records – hard copy	Loss through theft, fire or damage.	<b>(2x2)</b>	The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc. Materials are in a lockable metal fireproof filing cabinet. Deeds/leases copied and deposited offsite as necessary.	Existing provision adequate.	<b>(1x1)</b>
Parish Council records - electronic	Loss through: Theft, fire, damage.	<b>(2x2)</b>	The Parish Council's electronic records are stored on a Council computer at the Clerk's home. Monthly back-ups of the files are	Existing procedure adequate.	<b>(1x1)</b>

	Corruption of computer.		undertaken to an external hard drive kept in Clerk's locked filing cabinet.		
Parish Council Website	Loss of IT services	(3x2)	The Parish Council holds a .gov.uk email address and website as advised by HALC. Support available if loss of services through Cloud Next Ltd. The council pays for website support.	New procedures adequate	(1x1)
Insurance	Failure to provide the necessary cover thus breaching legal requirements and placing the Parish Council at risk.	(3x3)	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place. Overseen by the Chairman and the Council.	Existing procedure adequate. Review insurance provision annually. Review of compliance requirements.	(1x1)
Data protection	Failure to follow the provisions of the General Data Protection Regulations (GDPR) resulting in fines/sanctions and reputational damage.	(3x3)	The Parish Council is registered with the Information Commissioners Office (ICO). Data Protection Policy, in line with GDPR, agreed by the Council.  Documents include Policy, Data Privacy Policy, Incident Procedure, Subject Access Request Form and Guidance Notes.  Councillors instructed not to hold any data that is subject to GDPR. Overseen by the Chairman and the Council.	Existing procedure adequate. Ensure annual renewal of registration by Direct Debit.	(2x1)
Freedom of Information	Failure to follow the provisions of the Freedom of information Act 2000 and its successors resulting fines/sanctions.	(2x2)	The Parish Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk's time.  Overseen by the Chairman and the Council.	Existing procedure adequate. Monitor and report any impacts of requests made under the FOI Act.	(2x1)
Parish Council Meeting location	Adequacy Health & Safety.	(2x2)	The Parish Council Meetings are held at Bredenbury Village Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.	Building improvements are currently underway at the village hall. Therefore short term relocation for Parish Council meetings to The Barneby Inn has been implemented.	(1x2)
Minutes, Agendas, Notices, Statutory documents	Accuracy and legality	(2x2)	Minutes and agendas are produced in prescribed form by the Clerk and adhere to legal requirements. Minutes and approved and signed at the Council Meeting. Minutes and agenda are accessible to the public in compliance with legal requirements.	Existing procedure adequate.	(1x1)
	Conduct of business at Council Meetings	(2x2)	Business conducted at Council meetings is managed lawfully by the Chair with the advice and guidance of the Clerk		(1x1)

<b><u>ASSETS</u></b>					
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>Inherent Risk (Likelihood x impact) RAG</b>	<b>Management Control of Risk</b>	<b>Review/Assess/Revise/RAG</b>	<b>Residual Risk (Likelihood x impact) RAG</b>
Noticeboard	Risk/damage /injury to third parties if defective. Road side safety.	(1x2)	Parish Council has three notice boards sited outside the village hall, outside the school and at Grendon Firs. Insurance cover in place. Inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Key to main noticeboard is held by the Clerk.	Existing procedure adequate.	(1x1)
Laptop and printer. Filing cabinet Shredder.	Loss through theft, fire or damage.	(1x2)	This equipment is kept by the Clerk at home. The equipment is insured and regularly inspected by the Clerk.	Existing procedure adequate.	(1x1)
Grit Bins	Risk of injury to users should the bins be damaged or the use of the bins. Risk to Road users of no grit in icy conditions	(2x3)	The bins are checked for damage on an annual basis. Any that could cause injury or can no longer hold grit will be replaced. The bins are sited in locations where users should not be harmed by passing traffic. Bins are restocked by Balfour Beatty and topped up by lengthsman.  Defective bins are replaced as required.	Existing procedure adequate.	(1x1)

<b><u>EMPLOYEE</u></b>					
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>Inherent Risk (Likelihood x impact) RAG</b>	<b>Management Control of Risk</b>	<b>Review/Assess/Revise/RAG</b>	<b>Residual Risk (Likelihood x impact) RAG</b>
Management and Supervision	Failure to provide adequate management and staff supervision resulting in inadequate support to the Parish Council. Failure to comply with employment law.	<b>(2x2)</b>	Knowledgeable management and supervision in place and other skilled councillors able to provide any necessary cover if required.  Support available from HALC should significant issues arise.	Existing procedures adequate.	<b>(1x1)</b>
Skills	Clerk unable to perform functions due to lack of skills or knowledge	<b>(4x3)</b>	Effective recruitment process in place.  Training and reference material is available through HALC.	Existing procedures adequate.	<b>(1x1)</b>
Health and Safety	Failure to manage staff safety according to Health and Safety Law resulting in claims against the PC.	<b>(2x3)</b>	Adequate supervision on place.  Clerk has understanding of Health and Safety risks and control measures.  Employers liability Insurance in place.	Existing procedures adequate.	<b>(1x3)</b>
Illness or injury	Harm to staff due to work activities resulting in claims for compensation.	<b>(2x3)</b>	Employer Liability Insurance is in place.  Support available from HALC and Herefordshire Council.	Existing procedures adequate. Review Employers Liability insurance annually.	<b>(1x3)</b>



<b><u>COUNCILLORS</u></b>					
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>Inherent Risk (Likelihood x impact) RAG</b>	<b>Management Control of Risk</b>	<b>Review/Assess/Revise/RAG</b>	<b>Residual Risk (Likelihood x impact) RAG</b>
Code of Conduct	Failure to abide by the Code of Conduct. Failure to declare Interests and conflict of interests.	<b>(3x3)</b>	Annually Councillors sign to state they have read the Code and agree to abide by it. Procedures in place to advise community participants in working groups that the Code of Conduct should be followed. Councillors are reminded to declare of interests at the start of each council meeting and a Register is maintained. Overseen by the Chairman and the Council. Issues can be referred to the Monitoring officer of Herefordshire Council.	NALC has endorsed a new Code of Conduct which has been specifically prepared by the LGA (Local Government Association) to be suitable for PCs as well as principal authorities. The Model Code of Conduct has been adopted by the Council.	<b>(1x2)</b>
Disclosure of confidential/sensitive information	Disclosure of confidential or sensitive information which may not fall under the GDPR leading to reputational damage.	<b>(3x3)</b>	Code of conduct. Councillors will be advised and reminded what information is confidential sensitive during the course of activities. Overseen by the Chairman and the Council	Existing procedure adequate.	<b>(1x2)</b>
Communication with the Press	Unapproved communication with press or use of social media, failure to express the view of the Council resulting in reputational damage.	<b>(2x2)</b>	Councillors have been advised that all press enquiries should be handled by the Chairman and there should be no unapproved communications.  Overseen by the Chairman and the Council.  Issues can be referred to the Monitoring officer of Herefordshire Council.	Press and Media Policy approved by Council 30 <sup>th</sup> November 2022.  Monitor the application of the Policy,	<b>(2x1)</b>

Health and Safety	Harm resulting from activities on council business. Including: Being in potentially dangerous situations such as at the roadside. Being the subject of aggression from members of the community.	<b>(2x3)</b>	<p>Induction process for new Councillors. Guidance available.</p> <p>Dynamic risk assessments to be undertaken individuals before any activity on behalf of the council.</p> <p>Advice when working alone is to tell someone where you are going. High visibility jackets have been purchased to be used as required.</p> <p>Guidelines provided for Footpaths Officer who effectively reports to Herefordshire Council.</p>	Existing procedure adequate.	<b>(1x3)</b>
Skills	Failure to adequately induct/train new Councillors resulting in poor performance of Councillors.	<b>(1x3)</b>	<p>Guide for new Councillors.</p> <p>Councillor training is available via Herefordshire Association of Local Councils (HALC)</p> <p>Support from the Clerk and existing Councillors for new councillors.</p>	Existing procedures adequate.	<b>(1x3)</b>

<b><u>SERVICES</u></b>					
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>Inherent Risk (Likelihood x impact) RAG</b>	<b>Management Control of Risk</b>	<b>Review/Assess/Revise/RAG</b>	<b>Residual Risk (Likelihood x impact) RAG</b>
Planning	Failure to respond to planning applications resulting in dissatisfaction of the Parish Council by local applicants.	<b>(2x2)</b>	<p>Planning application process.</p> <p>Planning applications are only taken to full Council meeting and response issued from the whole Council. Discussions and decisions are minuted.</p> <p>Reference will be made to the Neighbourhood Plan policies when applications are considered.</p>	Existing process adequate.	<b>(2x2)</b>
Paths and bridleways	<p>Failure to monitor state of paths and bridleways resulting in hazards, blockages and dissatisfaction of walkers.</p> <p>Non-cooperation of landowners.</p>	<b>(2x2)</b>	<p>Paths officer appointed who monitors paths and bridleway. Liaises with landowners and reports issues to Herefordshire Council.</p> <p>New waymarking signs are to be installed.</p> <p>A Lengthsman has been appointed to undertake maintenance to the paths and bridleways</p>	Existing process adequate.	<b>(2x2)</b>
Community Concerns	Risk of not responding to local concerns raised resulting in dissatisfaction of the Parish Council or particular Councillors by the community.	<b>(2x2)</b>	<p>Councillors specifically appointed to serve the local community via elections or co-option.</p> <p>Training available for Councillors.</p>	Existing process adequate.	<b>(2x2)</b>

<b><u>LENGTHSMAN</u></b>					
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>Inherent Risk (Likelihood x impact) RAG</b>	<b>Management Control of Risk</b>	<b>Review/Assess/Revise/RAG</b>	<b>Residual Risk (Likelihood x impact) RAG</b>
Reputational damage.	The actions of the Lengthsman compromises the reputation of the Parish Council	(3x2)	An appointment process is followed to ensure the competence of the Lengthsman.  Regular contact is maintained with the Lengthsman to ensure an adequate level of guidance and supervision.	Maintain adequate levels of supervision.	(2x2)
Health and Safety	The actions of the Lengthsman places the public or the environment of the Parish at harm resulting in claims against the Parish Council	(3x3)	An appointment process is followed to ensure the competence of the Lengthsman.  The Lengthsman's contract to be reviewed each year.  Regular contact is maintained with the Lengthsman to ensure an adequate level of guidance and supervision.	Maintain adequate levels of supervision.	(2x3)

The risk rating then equals **LIKELIHOOD x IMPACT/SEVERITY**.

	Consequence				
<b>Likelihood</b>	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
5 Certain	5	10	15	20	25
4 Likely	4	8	12	16	20
2 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Rare	1	2	3	4	5

**Risk Rating:**

**Low Risk                      1 to 3**

**Moderate Risk              4 to 6**

**High Risk                      8 to 12**

**Extreme Risk                15 to 25**