Parish Council Risk Register

Document Ref: POL/RISK

Last reviewed: April 2026 Full Council

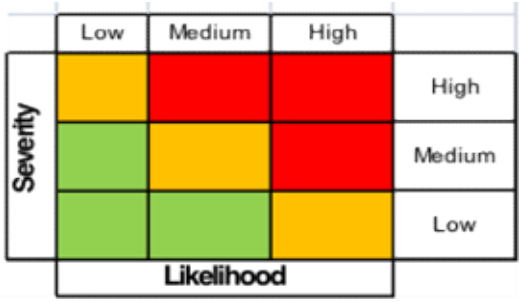
Current review: Oct 2026 F&R Committee

Next Review Date: Jan 2027 F&R Committee

Amended by: Clerk

Details of Amendment: Regular Review

Likelihood		Severity	
Low	Unlikely to occur within the next ten years	**Low**	limited inconvenience, no impact on reserves, no legal challenge
Medium	Likely to occur within the next ten years	**Medium**	Some public censure or small impact on reserves (<10%), no legal challenge
High	Likely to occur within the next two years	**High**	Impact on reserves of >10% or legal challenge or severe public censure



People

Potential negative impact on an organisation due to human factors

Ref	Risk	Hazard / consequence	Process	Current Control Measures	Current Risk			Revised / further actions	Due date	Resp.	Comments
					L	S	RAG				
PE1	Disruption due to loss of (key) staff	The Council is unable to fulfil its legal obligations, Financial loss	Contingency Planning	Insurance - Personal Accident and Keyman in place. External support arrangements - keep on-file consultancy providers. Ensure the working environment is safe - DSE assessments, risk assessments carried out. Succession planning - Processes and procedures are documented to enable incoming/re-deployed staff to cover responsibilities.	M	M	M	Shared knowledge - Staff trained on each others roles to provide resiliance. Ensure the working environment supports staff wellbeing. Exit strategy to be developed for key staff with timeline (Oct-25)		Clerk/Pers.Comm./council	In place for grounds manager role 25-12. Staff wellbeing survey in progress 26-03. Finance processes to be documented (Ass.Clerk)
PE2	Actions of staff bring council into disrepute	Financial loss, loss of reputation, legal challenge	People management	Contracts of Employment in place and signed Staff Performance appraisals undertaken (including agreed objectives and development plans) Pay and conditions reviewed and agreed on an annual basis. Disciplinary procedures in place. Weekly team meeting meetings with manager	L	M	M	Satisfaction survey with contractors, service providers, room hirers, undertakers	Feb-27	Clerk/Pers.Comm./council	
PE3	Current or ex-employee brings claim against Council	Financial loss due to upheld unfair or constructive dismissal claim	People management	Disciplinary and Grievance arrangements in place. Ensure relveant insurance is in place. Seek to resolve disagreements in a timely manner, using mediation where required. Whistleblowing policy within staff handbook.	M	M	M	Implement invitation for exit interview with all staff leavers	Dec-26	Clerk	
PE4	Temporary staff, or contracted resources do not fulfil obligations	Financial loss, loss of services, loss of reputation	People management	Normal vetting procedures and contract/written arrangement in place with agencies. Employers Liability cover is in place and renewed annually. Staff induction in place. Additional staff taken on to provide further resiliance. Unmanned hire trial being undertaken reducing staff requirements and risk for CC.	L	M	M			Council	
PE5	Conflict between staff and councillors	Financial loss, reputational loss, reduced provision of services	People management	Clear protocols, access to HR advice, mediation when necessary. Civility and respect policy in place. Code of conduct in place. Training newsletter sent out from LALC bi-weekly inc conflict training. Staff undertaken training in effective communication. Training for cllrs and staff available. Quarterly coffee and catch-up days in place. Volunteer days being an opportunity for staff and cllrs to work side by side	M	M	M			Council/Staff/Cllrs	
PE6	Public criticism due to poor decision-making or lack of transparency	Loss of reputation, reduced delivery of services, Misalignment with residents' wishes, internal conflict	Community Engagement	Regular consultations and surveys; annual and medium-term planning aligned with NDP objectives and projects Annual review of fees; use cost/value benchmarking. Share Fundraising Code of Practice with working groups. Transparent expenditure aligned with community priorities. Good transparency on the council website - agendas, minutes, decisions, finances	M	L	L	Agree council priorities and key projects based on NDP and public consultation - business plan Engagement with user groups when setting fees and charges	Dec-26	Ass. Clerk, Clerk, Council	Schedule email to user groups with proposed costs 2027

Governance and compliance

Failure to adhere to laws, regulations, internal policies, or ethical standards, or from weaknesses in oversight and decision-making processes

Ref	Risk	Hazard / consequence	Process	Current Control Measures	Current Risk Rating			Revised / further actions	Due Date	Resp.	Comments	Date Completed
					L	S	RAG					
G1	The council acts illegally - 'ultra vires'/does not comply with regulations/standing orders	The council suffers loss or reputation or legal challenge.	Decision Making	The council ensures that all activities and payments, including grants, permitted within its powers are properly resolved and minuted at the appropriate council meeting. The powers/duty is stipulated in council supporting papers when agreeing council actions. Minutes are approved and signed at the next council meeting. Agendas and Notices are displayed in accordance with legal requirements. All members of council have access to Standing Orders, which are reviewed annually or as changes in legislation dictate. Review annually/calendar.	M	L	L	New councillors to undertake cllr induction training with LALC and internally. F&R committee to ensure council compliant against Statutory Guidance on Local Government Investments (3rd Edition)		FC/Clerk/Cllrs	Some new cllrs undertaken training - Cllr Truscott and Wheatley.	
G2	The council does not make decisions in the best interests of its residents.	The council suffers loss of reputation	Decision Making	All best practice policies e.g. Complaints procedure, grievance procedure, contracts of employment etc.. must be reviewed on an annual basis or as changes in legislation dictate. All policies must be adhered to.Public consultation and engagement is carried out regularly. Public consultation is carried out as part of decision making process before making key decisions. Spreadsheet created from monthly market session to feedback to council	M	L	L			Council		
G3	Members act illegally or do not comply with current regulations	The council and member(s) concerned suffer(s) loss of reputation. Criminal charges.	Decision Making	Declarations of Interest remain on the agenda. Register of Interest forms must be reviewed regularly by councillors and kept up to date. Members declare relevant interests. Members sign up to the authorities Code of Conduct. Dispensations are requested and approved as necessary. Councillors have a responsibility to report breaches to the Monitoring Officer. Clerks role to advise the council. New process implemented for mentoring.	M	M	M	All councillors to undertake Induction training and training on Code of Conduct - Some new cllrs undertaken training - Cllr Truscott and Wheatley.		Cllrs/Council/Clerk		
G4	Changes to legislation affect council decision making or operations	Council not able to deliver services	Decision Making	Contribute to relevant consultations. Lobby as necessary. Clerks keep up to date with legislative changes and inform council. Clerk share LALC updates with cllrs. Employ consultants where required to provide additional resource to implement legislatory change to provide capacity. Council employs HR and H&S advisors	L	M	L			Clerk/Council		
G5	Council does not represent residents interests to influence other local authorities decisions	Decisions not made in interests of local residents	Community engagement	Contribute to relevant consultations. Lobby as necessary, including district and county councillors. Clerks keep up to date with consultations and inform council. Council to advise clerk on subjects requiring influence and clerk to research subjects to provide background papers to agenda items. Ensure papers are issued ideally at the same time as the agenda is issued and before 48 hours prior to a meeting to ensure councillors have sufficient time to read them Ensure that all Councillors can access their Office 365 accounts (email and Sharepoint folders). Councillors are aware of their responsibilities to read and understand background papers issued prior to meetings. Experienced councillors to assist newcomers. Councillor training encouraged.	M	L	L			Council		
G6	Sale of alcohol is in breach of alcohol laws	The council suffers loss or reputation or legal challenge.	Decision Making	Keep all relevant licensing documentation up to date and easily accessible - including the premises license. Ensure a DPS is appointed - currently through the Sports Hub. Maintain open communication with the local licensing authority and police to ensure alignment and address any grey areas. Include alcohol licensing compliance as part of event risk assessments. Clearly display signage and for a Challenge 25 age policy.	M	M	M	Ensure staff and volunteers are trained on the licensing act and premises license - Bar Policy Read and Accepted by staff	Dec-26	Clerk		
G7	Failure to meet environmental responsibilities or expectations	The council suffers loss or reputation or legal challenge.	Decision Making	Embed environmental considerations in planning and procurement in-line with council objectives	M	M	M	Implement recommendations from parish bio-diversity study	ongoing	Council		
G8	Loss or accident running an event	The council suffers loss or reputation or legal challenge.	Decision Making	Ensure events finance is self-sustaining in case of cancellation so it doesn't impact on other council areas. Use of body worn bags rather than money tins to reduce likelihood of theft. Minimise use of cash. Risk Assessment and Event Management Plans in place. WLDC safety group to review plans for large scale events	M	M	M			Clerk/Council		
G9	Failure to Deliver Projects Effectively	Reputational loss, financial loss, delays in achieving objectives	Decision Making	Funding is in place/secured, obtain best value. Residents to be kept up to date on progress. Clerk to undertake projects training 2026/27.	M	L	M	SMART plans for projects. Create calendar of the year finance year end etc - VAT		Clerk/Council		

Financial Control

Inadequate control of finances causes the council to make false or untimely financial transactions, act illegally, or poor management of finances

Ref	Risk	Hazard / Consequence	Process	Current Control Measures	Current Risk Rating (L x S = Total)			Revised / further actions	Due date	Resp.	Comments	Date Completed
					L	S	RAG					
FC1	Accounts not upto date	Financial loss	Reconciliation	Maintain up-to-date software and timely reconciliations.	M	M	M			RFO		
FC2	Risk of Incorrect invoicing	Financial loss due to settlement of double or false invoices	Payments	Invoices checked by appropriately trained officers . Managers pass invoices to the admin team, officers check with staff goods have been received Xero accounting system flags any potential duplicate items. All invoices are reviewed and approved by a clerk and two councillors, prior to tabling at F&R committee and income/expendiure published on the council's website. Internal audit takes place during the financial year, with spot checks.	L	L	L			RFO/F&R Comm.		
FC3	Risk of incorrect payments	Financial loss due to payment made for incorrect amount or payee	Payments	Electronic Payments are checked by appropriately trained personnel against invoices and approved. Responsbilities segregated with one staff member adding the invoice and another validating, before being approved by two cllrs. prior to tabling at F&R committee and income/expendiure being published on the council's website. Internal audit takes place during the financial year, with spot checks. All payments included on monthly payment list to finance committee. Adhere to Financial Regulations and procedures. Staff - Payroll sheet stipulates salaries taken from contract and monthly payroll sheet checked by payroll provider Checklist for cllrs reviewing invoices of what to be checking - Cllr finance committee folder What to check on approval max. More than one officer checks debit card transactions. Finance system flags potential duplicate invoices. Invoice number included on invoices. Finance pre-meeting to run through queries	L	M	M	Share feedback on outstanding queries raised at monthly finance pre-meeting. Suggest queries log is used to track	Dec-26	RFO/F&R Comm.		
FC4	Risk of late payments	Late payment could incur a financial penalty.	Payments	Payments diarised if not on direct debit payment system. BACS payments manually created - use Xero to ensure payments not late. Ass. Clerk to diarise payment runs a minimum of every two weeks	M	L	L			Clerks		
FC5	Incorrect National insurance/ PAYE	HMRC over or underpaid	Payments	Tax and NI calculated by professional payroll provider	L	L	L			Clerks		
FC6	Expenses incorrectly claimed	Members/staff over or underpaid, financial loss to Council	Payments	Itemised list of expenses are checked by the Executive Officer and two cllrs prior to payment. All payments reviewed by finance and risk committee	L	L	L			Clerks/F&R Comm.		
FC7	Theft, dishonesty or fraud, including cash and cheques.	Financial loss. Reputational.	Payments	Minimal cash transactions carried out (e.g. library printing and events stalls) Any cash reflected on monthly reporting. Any cash locked away and banked in a timely manner. Online payments checked against invoices. Fidelity Insurance policy renewed annually. Use of bum bags for events to hold cash. Limiting where cash is used, encouraging BACS, use of card machines. QR codes for Paypal to pay. WLDC Safety group involved for large events - scrutinise risk. Sales invoices ask for payment by BACS as the preferred method. Internal controls, dual authorisation, regular audits, insurance coverage	M	L	L			Council		
FC8	VAT return is incorrect	Loss of income, HMRC Challenge	Receipts	VAT re-claimed quarterly and electronic feed to HMRC from Xero so inputting errors minimised. OCR recognition from scanned invoices - minimises inputting errors. Purchases and invoices checked by clerk and two cllrs, and finance and risk committee. Clerks attended VAT training.	L	L	L			Clerks		
FC9	Untimely receipt of precept/ Grants	Lack of cash flow	Receipts	Precept/grants are requested in writing by Executive Officer prior to deadline date and paid directly into council's account at start of financial year. Clerks check bank account to ensure precept received	L	M	L			Council		

FC10	Loss of income from unpaid invoices	Financial loss	Receipts	Admin team review on an on-going basise. Officers report to finance committee on a monthly basis outstanding invoices and actions are agreed accordingly. One-off room hires and pitch/stall hire are paid before confirmation.	**L**	**L**	**L**			F&R Comm.		
FC11	Risk of inaccurate or incomplete financial records	Potential financial loss, Internal Auditor would give 'requires improvement' report	reconciliation	All financial records are kept by RFO and internal audits are undertaken on an on-going basis. End of year Audit undertaken by independent external auditor. All payments are checked for accuracy by an officer and two cllrs. Monthly reconciliations take place and are reported to F&R committee, and physical checks of bank statements against month end -print outs are carried out at F&R committee	**L**	**L**	**L**			F&R Comm.		
FC12	Risk of bank making errors, not identified	Monthly financial report would not reconcile	reconciliation	Monthly bank statements are checked upon receipt, by clerk. Bank statements signed by Finance Chair as part of monhtly reconcilaition process	**L**	**M**	**L**			Clerks/F&R Comm.		
FC13	Annual Return not completed correctly or within timelimits	Could end up with qualified accounts	Year end processing	Annual return is completed and signed by the council, and sent on to the External Auditor within time limit. Task diarised. Clerks aware of year end timetable. Monitor date by which return needs to be submitted. F&R committee aware of year end timetable	**M**	**L**	**M**			RFO/Council		
FC14	Payments made without prior approval and control	Potential financial loss	Payments	FR in place and approvals - 2 cllrs Approval Max, DD approved annually	**L**	**M**	**M**			RFO/F&R Comm.		

Financial Management

The council makes poor financial decisions or decisions are implemented incorrectly

Ref	Risk	Hazard / consequence	Process	Current Control Measures	Current Risk Rating (L x S = Total)			Revised / further actions	Due date	Resp.	Date Completed
					L	S	RAG				
FM1	Inadequate Budget	Budget does not balance at year end, impact on reserves	Budgeting	Budget set annually and approved by Full Council, reserves are maintained in line with reserves policy, which is reviewed annually for compliance. Income and expenditure monitoring monthly by F&R committee including approving virements and journals to manage the budget. F&R committee to identify if the council is projected to go over budget. Cautious forecasting when budget setting.Training for councillors	M	M	**M**	. Develop 3–4 year strategy - in progress. Going back to FC in Nov 2026, then public consultation and then back to FC for approval	Feb-27	RFO & F&R Comm.	
FM2	Precept rules change, e.g. capped, restricting delivery of required services	Either services reduced or impact on reserves	Budgeting	Contribute to all relevant consultations. Lobby as necessary. Clerk to inform council of any changes.	L	M	**L**			Council	
FM3	Community centre income does not achieve budget	Impact on reserves	Budgeting	Review fees and charges annually and conservative budget setting	M	M	**M**			RFO & F&R Comm.	
FM4	Council takes on more services with no supporting funding	Either increased precept or impact on reserves	Community Engagement	Consult with residents. Assess material/significant impact on reserves. Assess impact on staffing resource, and implement increased provision if required prior to taking on additional services	M	M	**M**			Council	
FM5	Unable to recover costs from 3rd party insurers for damaged assets	Financial Loss	Receipts	Negotiate with third party insurer Consider legal expenses insurance cover. Renew property insurance.	L	M	**L**			Council	
FM6	Lack of regular review of fees and services	Financial Loss	Budgeting	Financial Regulations state annual review of fees and services. Schedule of review dates on a Calendar and in Full Council folder maintained by Executive Officer. Annual review date reminder in calendar	L	M	**L**			Council/RFO	
FM7	Bank Insolvency	Financial Loss	Budgeting	Monitor financial news. Review banking arrangements. Check bank credit ratings.	M	M	**M**	Ensure bank accounts do not exceed FCS limits - new account opened at Lloyds to spread risk. Risk will reduce when RRF spent for excuting projects in 2026 such as the MUGA and Westcroft Green. All accounts under £120,000 threshold by 19/10/26.	Oct-26	Council/RFO/F&R Comm,	
FM8	Investments loss	Financial Loss	Investments	F&R committee regularly review investments to conservatively manage risk. Consider taking independent financial advice when considering new investments. Ensure bank accounts do not exceed FCS limits	M	M	**M**			RFO & F&R Comm.	
FM9	Grants and income opportunities missed	Financial Loss. Impact on reserves	Receipts	Working group members and officers to share grant opportunities	M	L	**L**			RFO/Council	
FM10	Reserves too low	Impact on reserves. Service delivery and staff risk	Budgeting	Checks by RFO and F&R Committee. Set-out required reserves in budget setting process and reporting to F&R committee	M	M	**M**			RFO & F&R Comm.	

Assets and Liabilities

Loss or financial harm resulting from the mismanagement, damage, or underinsurance of assets, or from failing to recognise or address liabilities appropriately.

Ref	Risk	Hazard / consequence	Process	Current Control Measures	Current Risk Rating (L x S = Total)			Revised / further actions	Due date	Resp.	Date Completed
					L	S	RAG				
A&L1	Assets are not adequately covered by insurance	Financial loss	Asset management	Annual review of assets for insurance purposes including maintenance and storage provisions. Insurance building valuation undertaken every 5 years and insurance cover updated accordingly. Maintain fire and intruder alarms.	L	H	M			Council/ Clerk	
A&L2	Liabilities are not adequately covered by insurance	Financial loss	Liability management	Public Liability, Employers liability cover and Fidelity Insurance covers are renewed annually. Council reviews cover annually at annual parish council meeting and at point of renewal in September	L	H	M			Council/ Clerk	
A&L3	The Council does not meet insurance or legal buildings requirements	Financial loss, legal challenge	Asset management	Regular Maintenance of equipment. Fixed Electrical testing every 5 years. Annual testing of electrical items (PAT), alarms and fire extinguishers, lift. Gas certificates where applicable, annual fire risk assessment carried out at two council sites.	M	M	M	Saxilby Waterfront Facilities and Mill Lane EICR due 2026 and contractor organised - completed.		Council/ Clerk	Fixed electical testing at CC highlighted remedial worls now completed.
A&L4	Civic regalia is lost, damaged or stolen	Financial loss	Asset management	Ensure Chair is aware of need to keep regalia under secure conditions if secured off-site. Renew insurance annually. Secured stored.	L	L	L			Chair/C ouncil	
A&L5	Damage injury to third parties due to lack of maintenance of council assets	Financial loss, loss of reputation	Asset management	Public Liability cover is in place. Regular documented inspections. Annual external inspections for play areas. Weekly internal inspections. Visual check of floors for uneven or defective surfaces. Warning signs if floor is wet/greasy. Low level items not left lying around	M	M	M	Annual play inspection actions	ongoin g	Council/ Clerk	
A&L6	Damage injury to third parties due to health and safety risks	Financial loss, Injury to Staff or members of public	Building management	Public Liability cover is in place. No high storage on inadequate shelving / cabinet tops. Suitable step available for reach of upper storage areas	M	M	M	Audit store rooms	Jan-27	Clerk	
A&L7	Damage to or loss of Council assets due to poor housekeeping	Financial loss, Injury to Staff or members of public	Building management	Rodents - All food to be securely stored. Any litter to be removed promptly. Any evidence/report of infestation to be dealt with promptly Intruders - Building secured. Money left on premises kept in fire proof safe and banked promptly. Glazing - Glazing to be inspected regularly. Broken panes boarded up until repairs can be properly completed. Prompt repair. Security - Daily perimeter checks carried out at key council buildings. Alarms to be set when buildings not in occupation. Ensure bar is kept secured if not in use including when caretaker in the building.	M	L	L			Staff	
A&L8	Inappropriate meeting venue causes risk to members of Council and or public	Injury to People Loss of reputation	Meeting management	Public Liability cover in place. Meetings are held at council owned premises. All the premises and facilities are considered to be adequate for the Executive Officer, Councillors and any Public who attend from a health and safety and comfort aspect. Number of likely attendees at public meetings are assessed and venue chosen accordingly. Events risk assessed prior to date so mitigation can be applied	L	M	L			Council/ Clerk	
A&L9	Assets are devalued due to lack of regular inspection / monitoring	Financial loss, not able to realise value of asset	Building management	Annual inspection by Executive Officer. Pro-active building management and maintenance in-line with council objectives,	L	M	L	Google Earth capture/Parish Online and photos/videos for record keeping. Tag external assets to assist monitoring		Council/ Clerk	
A&L10	Memorial headstone topple	Injury to People Loss of reputation	Topple testing and actions	Annual topple testing and recording. Contacting EROB owners where issue identiified/council repair where EROB owner no longer contactable	L	H	M			Council/ Ass.Cler k	
A&L11	Tree/branch fail	Injury to people. Damage to property. Financial loss. Reputational loss	Tree management	Annual tree inspection. Programme of works based on this. Training of staff to use chainsaws. Budget increasef for works	M	H	M			Council	
A&L12	Unable to carry out double depth burial due to land flooding	Reputational loss, financial loss, delays in burials, reponse to customers, legal challenge	Burials		H	H	H	Identify unused DD plots, contact Exclusive Rights of Burial owners and offer side by side plot instead. Carry out associated burials actions to meet legal requirements		Ass. Clerk	
A&L13	**NEW** Delays on burials, due to incomplete and paper historical burial records	Reputational loss, financial loss, delays in burials, reponse to customers, legal challenge	Burials	Cross reference different burial records to seek to answer queries. Put in place missing paperwork such as Exclusive Rights of Burials. Scan on computer as and when burials come up so electonically accessible too	M	M	M	Explore benefits of cloud based burial system - also allows public access to search relevant records			

Systems and Processes

Ref	Risk	Hazard / consequence	Process	Current Control Measures	Current Risk Rating (L x S = Total)			Revised / further actions	Resp.	Date Completed
					L	S	RAG			
S&P1	Council not being able to continue its business due to an un-expected or tragic circumstance affecting systems	suppliers not paid, services not delivered, debts not recovered	record keeping	Hard copy files and recent records are kept within the office/stores. Appropriate backups are made to the Cloud.	L	M	M		Council	
S&P2	Loss of paper records through theft, fire or damage	Loss of decision making history	record keeping	Papers securely stored. Deeds stored in a fire proof case. Fire systems installed and store room locked.	L	M	M	Scan burial records and save in the cloud	Council	
S&P3	Loss of electronic records through damage, fire or corruption of computer	Loss of decision making history	record keeping	Electronic council records held in the Cloud. Hard copies held in store room	M	L	L		Council/ Clerk	
S&P4	Loss of data held by the council, in any format, that could identify individuals to a third party	Loss of reputation, legal challenge	record keeping	Data retained for minimal time. All personal information shredded when no longer required. Registered data protection holder. Data protection polices in place	M	L	L	Ensure cllrs/staff electronics accessing data are password and virus protected	Council	
S&P5	Financial or resource requirements of responding to FOI requests has material impact	Financial cost (overtime) or lack of delivery of other services	People management	If a substantial request arrives then this may require many hours of additional work and the Council is able to request a fee. Monitor and report any impacts made under Freedom of Information act. Consider bringing in additional resourcing	H	M	M		Council	
S&P6	Financial or resource requirements of responding to SAR requests has material impact	Financial cost (overtime) or lack of delivery of other services	People management	Under GDPR there is to be no charging of a fee even if the request requires a great amount of time. Monitor and report any impacts made due to Data Subject Access Requests. Consider bringing in additional resourcing	M	M	M		Council	
S&P7	Data protection breach	Financial loss, reputation loss	record keeping	Staff training in respect of Data Protection Regulations. Liability cover in place. Safe disposal of data no-longer required in-line with retention policy (on-going). Limit access; individual logins; device security. Use secure systems. Ensure council devices are left locked when unattended. Consider bringing in additional resourcing. Cllrs sign when they start that they have relevant IT protection in place	L	M	M	Confirm councillors to have upto date anti-virus software on all devices used to access council I T and virus protected. Staff and councillor training.	Staff/cllrs /council	Cyber training for cllrs. Confirm anti-virus for cllrs
S&P8	Loss of access to premises	Suppliers not paid, services not delivered, debts not recovered, council services affected	Contingency planning		L	M	L	Revert to Business Continuity Plan	Council	
S&P9	Cyber attck/virus affecting council service delivery	Loss of reputation, legal challenge, financial loss	Contingency planning	Anti-virus in place, systems monitored by IT provider. Separate back-up provided. Cyber security best practices training sent to staff 10/10/25	M	M	M	Training on cyber safety for staff and cllrs. Confirm councillors/staff to have upto date anti-virus software on all devices used to access council IT and virus protected.	Council	Cyber training for cllrs. Confirm anti-virus for cllrs
S&P10	Unable to access burial ground records/details	Reputational loss, financial loss, delays in burials reponse to customers, legal challenge	Records Management	Currently mixture of paper based and cloud records.	M	M	M	Research and cost for 2027/28 budget online GIS systems to increase burials governance, transparency (family history searches), accessibility, and accuracy	Ass. Clerk	

Procurement

Potential for loss, delay, or inefficiency arising from issues in acquiring goods, services, or works

Ref	Risk	Hazard / consequence	Process	Current Control Measures	Current Risk Rating (L x S = Total)			Revised / further actions	Resp.	Date Completed
					L	S	RAG			
PR1	Poor procurement decisions	Council makes poor financial decisions that result in financial loss or unmet requirements	Procurement	Acting in accordance with financial regulations	L	M	L		Council	
PR2	Contractors are not insured	Third Party liability	Procurement	Check all contractors indemnity insurance at least annually or more frequently as required.	L	M	L		Council	
PR3	Supplier / Contractor failure	Lack of services	Procurement	Due diligence in tendering process. Financial checks on prospective suppliers.	L	M	L		Council	