

## Binegar Parish Council Strategic Risk Register

Review History	To be reviewed Annually
Adopted by Council – 4 March 2025	

This document is the Strategic Risk Register of Binegar Parish Council.

Ref	Risk/Trigger	• Notes and Actions to Manage Risks	Likelihood	Consequence	Score
R01	Sudden loss of staff (Clerk)	<ul style="list-style-type: none"> <li>• Councillor to stand-in</li> <li>• Succession plans discussed</li> </ul>	Possible 3	Major 4	12
R02	Sudden large expenditure required for excessive under-budgeting	<ul style="list-style-type: none"> <li>• Robust annual budgetary planning process</li> <li>• Established adequate reserves (4-6months expenditure)</li> <li>• Insurance in place with major insurer (Zurich) to cover major risks</li> </ul>	Unlikely 2	Major 4	8
R03	Action of Council having undesired negative impact on other parties	<ul style="list-style-type: none"> <li>• Transparent procedures and processes</li> <li>• Effective project management/action planning/risk management in place for all projects</li> <li>• Insurance in place to cover any resulting financial losses</li> <li>• Expert/professional input sought where appropriate</li> <li>• Councillors are elected rather than employed therefore, pose a reputational risk to the Parish Council. Mitigation measures in place include: <ul style="list-style-type: none"> <li>- Non-party political;</li> <li>- Register of Interests;</li> <li>- Parish Councillors available and prepared to discuss any impacts at any time;</li> </ul> </li> <li>• Councillor training plan.</li> </ul>	Unlikely 2	Major 4	8
R04	Contractors not supplying agreed services	<ul style="list-style-type: none"> <li>• All contracts are controlled by defined contracts or service level agreements</li> </ul>	Unlikely 2	Moderate 3	6

Ref	Risk/Trigger	• Notes and Actions to Manage Risks	Likelihood	Consequence	Score
R05	Confidential data being disclosed	<ul style="list-style-type: none"> <li>• Data protection policy in place</li> <li>• Very little confidential data held</li> <li>• Security measures in place and used e.g. shredding</li> <li>• Regular deletion of e-mails</li> <li>• Any confidential aspects of reports are highlighted to Councillors</li> <li>• ICT security in place including firewalls and passwords for PCs and sensitive documents</li> </ul>	Rear 1	Major 4	4
R06	Damage to third party property or individuals as a consequence of the Council putting on a community/civic event	<ul style="list-style-type: none"> <li>• Health and safety risk assessments carried out for each event</li> <li>• Event checklist produced covering all aspects of the event including an emergency plan</li> </ul>	Unlikely 2	Moderate 3	6
R07	Poor reporting to Council	<p>Council becomes ill informed resulting in poor quality decision making</p> <ul style="list-style-type: none"> <li>• Timely and accurate financial reporting – each meeting &amp; quarterly review</li> <li>• Clear instructions to staff – as appropriate</li> <li>• Regular project reports – each meeting</li> <li>• Regular contact with parishioners</li> </ul>	Possible 3	Major 4	12
R08	Failure to respond to electors' wish to right of inspection	<p>Loss of confidence and reputation in Council</p> <ul style="list-style-type: none"> <li>• Clear Standing Orders and Operating Protocols</li> <li>• Documented procedures to deal with enquiries from the public</li> </ul>	Rear 1	Minor 2	3
R09	Improper provision of services being carried out under agency/partnership agreements with principal authorities	<p>Loss of reputation and poor public image</p> <ul style="list-style-type: none"> <li>• Clear statement of management responsibility for each service</li> <li>• Regular scrutiny of performance against Targets</li> </ul>	Unlikely 2	Moderate 3	6

Ref	Risk/Trigger	• Notes and Actions to Manage Risks	Likelihood	Consequence	Score
R10	Improper, untimely and inaccurate reporting of Council business in the Minutes	<ul style="list-style-type: none"> <li>Minutes properly numbered</li> <li>Minutes published within 1 week of Meeting</li> <li>Minutes checked by Chair before circulation</li> <li>Minutes circulated to Members before publication</li> <li>Minutes approved a next Meeting (generally 1 month)</li> </ul>	Unlikely 2	Moderate 3	6
R11	Council lacks relevant skills and commitment	<ul style="list-style-type: none"> <li>Variety of councillors</li> <li>Training of councillors</li> </ul>	Unlikely 2	Moderate 3	6
R12	Council becomes dominated by one or two individuals or cliques form	<ul style="list-style-type: none"> <li>Clear Standing Orders regarding conduct of meeting and Conflict of Interests</li> </ul>	Rare 1	Major 4	4
R13	Failure to register Members' interests, gifts, etc	<ul style="list-style-type: none"> <li>Procedures in place for recording and monitoring Members interests and gifts</li> </ul>	Unlikely 2	Moderate 3	6
R14	Lack of maintenance of Council owned property	<p>High cost of repair - Injury to third party leading to claims - Damage to property</p> <ul style="list-style-type: none"> <li>Regular condition survey</li> <li>Regular routine maintenance</li> <li>Insurance cover</li> </ul>	Possible 3	Major 4	12

Ref	Risk/Trigger	• Notes and Actions to Manage Risks	Likelihood	Consequence	Score
R15	Damage or loss to Council owned property by third party or act of God	High cost of repair - Loss of Assets - Disruption <ul style="list-style-type: none"> <li>• Clear Monitoring and auditing procedures</li> <li>• Maintain an up-to-date register of assets</li> <li>• Regular maintenance arrangements for physical assets</li> <li>• Annual review of risk and adequacy of insurance cover</li> </ul>	Unlikely 2	Major 4	8
R16	Insufficient protection of physical assets owned by the Council - furniture, equipment etc.	High cost of repair - Loss of Assets - Disruption <ul style="list-style-type: none"> <li>• Clear Monitoring and auditing procedures</li> <li>• Maintain an up-to-date register of assets</li> <li>• Regular maintenance arrangements for physical assets</li> <li>• Annual review of risk and adequacy of insurance cover</li> </ul>	Unlikely 2	Major 4	8
R17	Legal liability as a consequence of asset ownership	Damage to public property or person <ul style="list-style-type: none"> <li>• Appropriate insurance cover</li> </ul>	Unlikely 2	Major 4	8
R18	Inadequacy of Precept	Services not provided - Inability to carry out functions - Insufficient funds for contingencies <ul style="list-style-type: none"> <li>• Ensuring the adequacy of the annual precept within sound budgeting arrangements</li> <li>• Regular in-year budget progress reports – every Meeting</li> </ul>	Unlikely 2	Moderate 3	6
R19	Failure to use grants for intended purposes	Investigation into the use of funds – inappropriate use of funds <ul style="list-style-type: none"> <li>• Ensure funds properly ring fenced</li> <li>• Clear financial procedures</li> <li>• Record clearly in Minutes</li> </ul>	Rare 1	Moderate 3	3

Ref	Risk/Trigger	• Notes and Actions to Manage Risks	Likelihood	Consequence	Score
R20	Failure to keep proper financial records in accordance with statutory requirements	<p>Inadequate financial control</p> <ul style="list-style-type: none"> <li>• Regular scrutiny of financial records</li> <li>• Proper arrangements for the approval of expenditure</li> <li>• Proper Financial Procedures</li> </ul>	Unlikely 2	Major 4	8

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5