

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

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R05	Confidential data being disclosed	<ul style="list-style-type: none"> • Data protection policy in place • Very little confidential data held • Security measures in place and used e.g. shredding • Regular deletion of e-mails • Any confidential aspects of reports are highlighted to Councillors • ICT security in place including firewalls and passwords for PCs and sensitive documents 	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"> • Health and safety risk assessments carried out for each event • Event checklist produced covering all aspects of the event including an emergency plan 	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"> • Timely and accurate financial reporting – each meeting & quarterly review • Clear instructions to staff – as appropriate • Regular project reports – each meeting • Regular contact with parishioners 	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"> • Clear Standing Orders and Operating Protocols • Documented procedures to deal with enquiries from the public 	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"> • Clear statement of management responsibility for each service • Regular scrutiny of performance against Targets 	Unlikely 2	Moderate 3	6

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R10	Improper, untimely and inaccurate reporting of Council business in the Minutes	<ul style="list-style-type: none"> Minutes properly numbered Minutes published within 1 week of Meeting Minutes checked by Chair before circulation Minutes circulated to Members before publication Minutes approved a next Meeting (generally 1 month) 	Unlikely 2	Moderate 3	6
R11	Council lacks relevant skills and commitment	<ul style="list-style-type: none"> Variety of councillors Training of councillors 	Unlikely 2	Moderate 3	6
R12	Council becomes dominated by one or two individuals or cliques form	<ul style="list-style-type: none"> Clear Standing Orders regarding conduct of meeting and Conflict of Interests 	Rear 1	Major 4	4
R13	Failure to register Members' interests, gifts, etc	<ul style="list-style-type: none"> Procedures in place for recording and monitoring Members interests and gifts 	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"> Regular condition survey Regular routine maintenance Insurance cover 	Possible 3	Major 4	12

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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"> • Clear Monitoring and auditing procedures • Maintain an up-to-date register of assets • Regular maintenance arrangements for physical assets • Annual review of risk and adequacy of insurance cover 	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"> • Clear Monitoring and auditing procedures • Maintain an up-to-date register of assets • Regular maintenance arrangements for physical assets • Annual review of risk and adequacy of insurance cover 	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"> • Appropriate insurance cover 	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"> • Ensuring the adequacy of the annual precept within sound budgeting arrangements • Regular in-year budget progress reports – every Meeting 	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"> • Ensure funds properly ring fenced • Clear financial procedures • Record clearly in Minutes 	Rear 1	Moderate 3	3

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R20	Failure to keep proper financial records in accordance with statutory requirements	Inadequate financial control <ul style="list-style-type: none"> Regular scrutiny of financial records Proper arrangements for the approval of expenditure Proper Financial Procedures 	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