

HAMBLEDEN PARISH COUNCIL RISK REGISTER

1. Management & Performance

No.	Area	Description	Assessment - NO controls in place			Control Measures
			Likelihood	Impact	Score	
1.1.1	Communications	Notice of meetings, Minutes, Financial reports not issued in a timely manner or inaccessible to residents without internet access	1	3	3	Clerk and Chairman to monitor. Use of noticeboards.
1.1.2	Communications (Facebook & other social media)	Defamatory or inaccurate comments	2	3	6	Clerk to monitor posts. Follow guidance in HPC's Social Media Policy
1.1.3	Communications (Website)	Failure to meet accessibility standards	2	1	2	Keep abreast of requirements.
1.1.4	Communications (Website)	Information not up to date or is out of date	3	2	6	Regularly review content
1.1.5	Communications (Website)	Website inaccessible (due to loss of service or hacking)	2	2	4	Reliance on website hosting company to address issues
1.2	Elections	Costs associated with a contested election. Failure to comply with regulations and procedures	1	1	1	Adjust budget for election years. Hold sufficient reserves. Ensure Councillors are advised of procedures and regulations.
1.3.1	Governance	Failure to comply with legislation, governance and legal obligations, including employment law, H & S law, etc	2	3	6	Clerk to receive appropriate training and to keep abreast of changes in legislation through notifications from professional associations.
1.3.2	Governance - AGAR Return	Late submission, incomplete or untruthful	1	2	2	Scrutised during meeting at which document is approved
1.3.3	Governance - Members' Interests	Conflict of interest. Register of Members' Interests incomplete or inaccurate. Failure to disclose gifts & hospitality received	2	1	2	Adherence to HPC's Councillor Code of Conduct. Annual review of register of interests. Members to disclose interests at each meeting if relevant to agenda items.
1.3.4	Governance - Risk Register	Risks missed or wrongly assessed	1	3	3	Review risk register at least annually
1.4	Health & Safety	Lone working of staff or contractors	3	1	3	Follow HSE advice on protection of Lone Workers
1.5	Insurance	Inadequate cover (scope and value) for Public Liability, Employers Liability, Fire/Theft (for assets), Fidelity, Libel/Slander	1	3	3	Review cover and terms annually. Take advice from broker and/or professional associations
1.6.1	Meetings	Disruption during meetings	1	3	3	Follow guidance in Standing Orders
1.6.2	Meetings	Inability to physically meet due to health measures or access issues (e.g. flooding, unsafe building)	1	2	2	Hold meetings online if legislation allows, otherwise cancel meeting. Seek alternative venue if normal premises are unavailable
1.6.3	Meetings	Risk of meetings not being quorate	1	2	2	Follow guidance in Standing Orders. Postpone decisions to next meeting
1.7.1	Performance	Clerk underperforming (e.g. through stress, poor morale or insufficient training)	1	3	3	Chairman to maintain regular contact with Clerk. Offer training. Review pay annually.
1.7.2	Performance	Insufficient contributions or attendance by Councillors	2	2	4	Councillors to be made aware of obligations and to be offered training.
1.8.1	Personnel	Clerk unavailable (through accident, illness, jury service, criminal charges).	2	4	8	Arrange cover through BMALC
1.8.2	Personnel	Intimidation/harassment of Clerk or Councillors (internally or by the public)	1	4	4	Zero-tolerance policy. Adhere to HPC's Councillor Code of Conduct.
1.8.3	Personnel	Lack of expertise	2	2	4	Training courses for Clerk & Councillors. Use of external consultants where required.
1.8.4	Personnel	Resignation of Clerk	1	4	4	Good grievance procedures. Arrange cover through BMALC
1.8.5	Personnel	Resignation of Councillor(s)	2	2	4	Follow procedures to co-opt new member(s)
1.9.1	Planning Applications	Insufficient time to submit response	2	2	4	Extensions requested if necessary.
1.9.2	Planning Applications	Missed deadline for response	2	2	4	Clerk reports all planning applications by e-mail as soon as they are notified. Responses can be agreed by e-mail if the deadline is before the next meeting

1.9.3	Planning Applications	Site visits - confrontation with owner or agent	1	2	2	More than one Councillor on visit. Withdraw rather than face conflict
1.10.1	Records/Data	Failure to comply with data protection legislation	1	2	2	Registration with Information Commissioner's Office/Data Protection Agency. Personal data protected. Compliance with HPC's GDPR Policy and Information & Data Protection Policy
1.10.2	Records/Data	Loss of primary documentation	1	4	4	Documents to be locked away when not in use in fireproof cabinet. Digital copies to be made. Stock check and condition check to be conducted annually. Expired documents sent to County Archives in line with HPC's Retention and Disposal Policy.
1.10.3	Records/Data	Loss or inaccessibility of electronic data (caused by breach in security/hacking/ransomware)	2	4	8	Keep anti-virus and anti-malware software up to date. Periodically check that files are readable. Keep multiple copies of files on separate physical devices. Use secure cloud storage.
1.10.4	Records/Data	Minutes inaccurate, incomplete or not complying with statutory requirements	1	2	2	Chairman to verify before signing. Clerk to check compliance.
1.11	Reputation	Loss of reputation due to scandal/impropriety, or bringing the Council into disrepute, or through perceived or actual ineffectiveness	1	3	3	Councillors to be aware of HPC's Code of Conduct and Standing Orders. Offer training courses.

2. Financial

No.	Area	Description	Assessment - NO controls in place			Control Measures
			Likelihood	Impact	Score	
2.1	Banking	Errors in bank transactions	1	2	2	Signatories of cheques to check paperwork before signing. Reconciling bank statements with accounts. Annual audit.
2.2	Budget	Precept and/or reserves insufficient to meet operational need (including unbudgeted expenses)	1	3	3	Spending forecast, budget planning and reserves to be reviewed regularly. Follow HPC's Financial Regulations.
2.3	Fraud	Fraud by Staff, Councillors or suppliers	1	3	3	Regular checking of accounts and invoices.
2.4	Grants and disbursements	Issued contrary to policy. Actual use not properly verified or accounted.	1	2	2	Follow HPC's Grant Application and Policy. Regular checking of accounts and invoices. Monitor activity
2.5	Purchasing and contracted work	Tendering not carried out properly. Poor value for money. Sub-standard good or services. Overrun on cost or delivery	2	2	4	Follow HPC's Financial Regulations. Monitor progress and quality of works. Due diligence on suppliers and contractors. Use of written contracts and an Escrow account where applicable. Research and compare available products before purchase.
2.6	Salaries, pensions and associated costs	Salary, income tax, national insurance, pension contributions paid incorrectly	1	2	2	Keep abreast of any changes to income tax and national insurance. payments by bank transfer. Follow HPC's Financial Regulations.

3. Assets, property and activities

No.	Area	Description	Assessment - NO controls in place			Control Measures
			Likelihood	Impact	Score	
3.1	Benches	Deterioration, vandalism	1	1	2	Periodic inspection. Ensure insurance cover
3.2	Bus Shelters	Vandalism, damage by collision	2	1	2	Periodic inspection. Ensure insurance cover
3.3	Car park outside Frieth School	Deterioration of surface	2	1	2	Periodic inspection
3.4	Defibrillators	Failure of device, deterioration of batteries, vandalism, deterioration of batteries	1	4	4	Periodic testing
3.5	Field at Ellery Rise	Damage/injury to third party. Illegal access	1	1	1	Periodic inspection
3.6.1	Hambleden Churchyard	Dangerous memorials	2	1	2	Instal barriers and warning signs
3.6.2	Hambleden Churchyard	Problems with maintenance contract	1	1	1	Inspect after work carried out. make sure contractor understands our requirements
3.6.3	Hambleden Churchyard	Trip/slip hazards	2	1	2	Contractors to maintain paths
3.6.4	Hambleden Churchyard	Unsafe trees	1	2	2	Annual inspection

3.7.1	MYSI Display	Risk from passing cars when accessing data or moving the unit	2	3	6	Wear Hi-vis tabard or jacket. Use of 2nd person as lookout.
3.7.2	MYSI Display	Theft (of batteries), vandalism	4	2	8	Periodic inspection. Improve security of fixings
3.8	Noticeboards	Risk of damage. Misuse	1	1	1	Periodic inspection
3.9	Office equipment	Failure or theft of equipment used by Clerk	1	4	4	Use of service contracts. Plan replacement cycle.
3.10.1	Pheasants Hill Common	Blocked footpaths	3	1	3	Periodic inspection. Act on reports using local contractor
3.10.2	Pheasants Hill Common	Fly-tipping	2	1	2	Report to Buckinghamshire Council via Fix-my-Street when noticed
3.10.3	Pheasants Hill Common	Illegal activities	1	1	1	Barriers erected to prevent illegal access. Police involved when it was noticed that unauthorized 4 wheel drive activities were taking place
3.10.4	Pheasants Hill Common	Signs vandalised	1	1	1	Periodic inspection. Ensure insurance cover
3.10.5	Pheasants Hill Common	Unsafe trees	3	2	6	Bi-annual professional inspection followed by remedial action. As interim measure, tape off and place warning signs
3.11	Playground Equipment	Defects undetected making equipment unsafe	1	3	3	Fortnightly inspection by a North Ward Councillor. Annual professional inspection
3.12	Posts and chains	Deterioration, theft, damage by collision	2	1	2	Annual inspection. Ensure insurance cover
3.13	Salt Bins	Theft of salt. Supplies not replenished	1	1	2	Periodic inspection
3.14	Street lamps	Failure. Damage by collision	1	1	1	Periodic inspection. Report issues to electricity supply company
3.15	Toilet outside Village Hall, Hambleden	Unavailable, unsafe (e.g. slip hazard), unsanitary, supplies run out, vandalism	1	2	2	Routine of unlocking/locking up, regular contract cleaning
3.16	Village Pump (Hambleden)	Vandalism, damage by collision	1	1	1	Periodic inspection. Ensure insurance cover
3.17	War Memorial (Hambleden)	Vandalism, damage by collision	1	1	1	Periodic inspection. Ensure insurance cover

ADOPTED June 2022
Last reviewed 16/06/2022