

**Great and Little Hampden Parish Council**  
**Risk Register Adopted 2 December 2024**

Categories of risk	
1	Assets
2	Finance
3	Liability
4	Employer liability
5	Legal liability
6	Councillor propriety

		Risk assessment matrix		
<b>Likelihood</b>	Highly likely (3)	<b>Medium (3)</b>	<b>High (6)</b>	<b>High (9)</b>
	Possible (2)	<b>Low (2)</b>	<b>Medium (4)</b>	<b>High (6)</b>
	Unlikely (1)	<b>Low (1)</b>	<b>Low (2)</b>	<b>Medium (3)</b>
		Negligible (1)	Moderate (2)	Severe (3)
		<b>Impact</b>		

**Approval**

- 21-Sep-21 Approved at Parish Council meeting 21 September 2021 - minute reference 21/0056 (c)
- 03-Jan-23 Approved at Parish Council meeting 3 January 2023 - minute reference 23/0006 (a) i
- 04-Jan-24 Approved at Parish Council meeting 3 January 2024 - minute reference 24/0006 (a) i
- 02-Dec-24 Approved at Parish Council meeting 2 December 2024

**Notes**

- Text added to 2.9, 2.11 and 6.7
- Minor wording updates
- Likelihood of bank failure reduced to '1'

Risk No	Description	Impact	Likelihood score	Impact score	Risk rating	Mitigation
<b>1</b>	<b>Assets</b>					
1.1	Protection of physical assets	Replacement cost risk	2	1	2	No buildings. Defibrillator, salt bin and notice boards recorded on asset register. Current policies give the following cover under heading of property insured: -- Contents £15,000 - Street furniture £36,000 - Gates and fences £15,000 - Playground equipment £60,000 - War memorial £36,000 - Mowers and machinery £12,000 - Sports equipment £12,000
<b>2</b>	<b>Finance</b>					Possible HMRC financial penalty.
2.1	Banking (failure of counterparty)	Loss of reserves. Inability to pay liabilities as they fall due	1	3	3	Money held in Lloyds bank
2.2	Risk of consequential loss of income	Loss of reserves. Inability to pay liabilities as they fall due	1	2	2	Retain reserves of up to a minimum of 6 months normal expenditure.
2.3	Loss of cash through theft or dishonesty	Loss of reserves. Inability to pay liabilities as they fall due	2	2	4	No petty cash. Two signatures required for any withdrawal. Internal control completed half yearly and reported to Council.
2.4	Financial controls and records		1	2	2	Monthly reconciliation prepared by the RFO and reported to Council. Schedule of payments presented to Council meeting for approval with invoices. Details of payments shown on minutes. Two signatories on cheques. Internal and external audit.
2.5	Failure to comply with VAT Regulations	Possible HMRC financial penalty. Loss of income.	1	2	2	Use help line when necessary. VAT payments and claims RFO. Internal and external auditor to provide double check.
2.6	Failure to adopt sound budgeting to underlie annual precept	Risk of not receiving an appropriate income.	2	2	4	Detailed budget in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council monthly.
2.7	Complying with borrowing restrictions	Loss could be 'called in'.	1	2	2	No borrowing likely at present
2.8	The council is not insured adequately	Financial, criminal or reputational loss.	1	2	2	Insurance policy in place - at the time of this review with BHIB.
2.9	The councils is OVER INSURED	The Council pays too much for its premiums and isn't obtaining value for money	1	1	1	The level of cover will be reviewed by the Clerk in 2022 and then the level of cover will be reviewed annually by the Clerk/RFO with the input of the broker (where necessary) and put to full Council for review. It should be noted that our insurance policy includes some items, as standard, such as playground equipment. While not needed, these items cannot be removed.
2.9	Failure to correctly award contract for services or the purchase of capital equipment.	The council does not award contracts correctly (with the correct type of contract) resulting in financial or reputational loss to the council.	1	3	3	Where expenditure is of a significant percentage of the Precept the Council issues an invitation to tender ['ITT'] with is marketed on the Council website and social media accounts.
2.10	The council does not monitor income – grants (e.g. S106), CIL or loans correctly.	Financial loss to the council.	1	4	4	All grants are approved by Parish Council, in accordance with an agreed policy. CIL income reported in the monthly accounts and spending is monitored on a tracker that records what CIL is received. How and where CIL is spent and an annual report is part of the year end process, shared with Buckinghamshire Council and placed on the Parish website.
2.11	The parish council does not achieve value for money throughout its expenditure	Wasteful use of limited resources; risk of complaints from residents; risk of notification from Internal Auditor or Auditor	1	2	2	All expenditure is approved by the full Council.
2.12	Failure to comply with borrowing restrictions		1	1	1	No borrowing likely at present
2.13	Insufficient funds to cover an unplanned election	Impact to other reserves which could prevent other activities from happening, and/or negative impact to the reputation of the parish council	1	3	3	No election has previously been required. The Council maintains a reserve at 50% of the Precept to cover such an event.
<b>3</b>	<b>Liability</b>					

Risk No	Description	Impact	Likelihood score	Impact score	Risk rating	Mitigation
3.1	Risk to third party, property or individuals		2	3	6	<p>Insurance in place.</p> <p>Current policies give the following cover under heading of Legal liabilities:</p> <ul style="list-style-type: none"> <li>- Employers liability £10m</li> <li>- Public and products liability - £10m</li> <li>- Personal accident £100,000</li> <li>- Fidelity guarantee - £250,000</li> <li>- Officials indemnity - £500,000</li> <li>- Liable and slander - £250,000</li> <li>- Legal expenses £250,000</li> </ul>
3.2	Legal liability as consequence of asset ownership		2	3	6	Insurance in place - see risk mitigation under risk 3.1.

Risk No	Description	Impact	Likelihood score	Impact score	Risk rating	Mitigation
<b>4</b>	<b>Employer liability</b>					
4.1	Failure to comply with Employment Law		1	3	3	Membership of various national and regional bodies including employee organisation.
4.2	Failure to comply with HMRC requirements		1	3	3	Up to date with advice from HMRC. Internal and external auditor carry out annual checks.
4.3	Failure to ensure the safety of staff and visitors		2	2	4	Village Hall Committee
<b>5</b>	<b>Legal liability</b>					
5.1	Ensuring activities are within legal powers		2	3	6	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary. Expenditure of Section 137 is regularly monitored and reported separately. The current Clerk intends to study for the CILCA examination, ensuring high standard of competency.
5.2	Proper and timely reporting via the Minutes		1	1	1	Minutes properly numbered and paginated with a master copy kept in safekeeping – both online and hard copy. Council meets 9 times a year and receives and approves minutes of meetings. Minutes made available to press and public via the website.
5.3	Proper document control		2	1	2	Paper documents stored in the home of the clerk. Electronic records are held on a password protected computer held by the clerk. Back ups of electronic data is carried out at least 2 monthly and the portable hard drive is held by a councillor. Data storage to comply with Data Protection Act. Insurance cover adequate
<b>6</b>	<b>Councillor propriety</b>					
6.1	Registers of Interests and gifts and hospitality in place	Reputational risk	1	2	2	Register of interest completed. Gifts and hospitality register is present at each Council meeting.
6.2	The council does not identify its risks	Financial, criminal or reputational loss.	1	3	3	Annual review undertaken by the Clerk and full Council
6.3	Ownership of Trees	Damage caused to or by trees which endangers public safety or causes legal nuisance to others.	2	2	4	Annual review undertaken by the Clerk and Chair with a local tree specialist.
6.4	Loss of Clerk or RFO	The Parish Council may be unable to undertake all duties and responsibilities in a way that is compliant with current legislation	2	3	6	The Clerk is expected to give due notice and assist the Council with a replacement. In the event of an instant event (illness etc) the Council would approach a local Clerk to assist in the short term.
6.5	The council risks losing files and data		1	3	3	Hard copies are retained by the Clerk, with a computer back up on an external drive and a cloud version is maintained.
6.6	Access to council's data subject to GDPR by a non-authorized person		2	2	4	No personal data is held by the Council.
6.7	Accessing full Electoral Roll data		2	3	6	Councillors do not have access to this information. The password protected spreadsheet is held by the Clerk.
6.8	The council does not respond to enquiries from the public		1	2	2	
6.9	Councillors are unaware of the Council's policy regarding declarations of interests and the receiving of gifts and hospitality		1	2	2	Councillors are required to declare these matters at the start of each meeting.
6.1	Councillors (or employees) do not behave to the standards expected		1	2	2	Current policies give the following cover under heading of Legal liabilities: - Employers liability £10m - Public and products liability - £10m - Personal accident £100,000 - Fidelity guarantee - £250,000 - Officials indemnity - £500,000 - Libel and slander - £250,000 - Legal expenses £250,000