Oldbury on Severn Parish Council

GOVERNANCE AND MANAGEMENT RISK REGISTER
Reviewed and Adopted 6th July 2026

Note: Chairman/Clerk can consult with Chairs of Committees as appropriate

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person
1	Lack of forward planning and budgetary controls	*Lack of direction and prioritisation *Needs of those in budget	M	H	*Annual budget plan in operation *In year budget reviews within council meetings	Annually Each Full Council meeting As requested	Unexpected expense	Chairman

2	Poor reporting to Council	*Poor quality decision making *Council becomes ill informed	M	H	*Timely and accurate financial reporting *Clear instructions to staff *Regular project reports	Each Full Council meeting Annually Each Full Council meeting	Matter raised at meeting	Clerk
3	Loss of key staff	*Failure in budgetary controls *Correspondence backlog	M	H	*Succession Planning *Clear office procedures *Clear budgetary procedures *Up to date job descriptions *Appraisal system	Annually Annually Annually	Loss of staff member	Chairman

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4	Failure to respond to electors' wish	*Loss of confidence *Loss of reputation	L	L	*Clear Standing Orders and Operating Protocols	Annually	Approach by elector to auditor	Clerk

	to right of inspection				*Documented procedures to deal with enquiries from the public			
5	Failure to meet the requirements for Quality status	*Status rejected *Cash withheld *Responsibilities reduced	M	H	*Monitor requirements for Quality Status	As required		Not applicable
6	Poor document control	*Information not passed on in a timely manner *Deadlines missed *Lack of achievement	M	M	*Clear Standing Orders *Clear job descriptions	Annually	Major incident Complaints	Clerk

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7	Ensure Council complies with	*Fines and Penalties from			*Clear Policies and procedures	Annually	Following incident	Chairman

	law in particular: *Health and Safety *Equal Opportunities *Data Protection *Human Rights *Disability and Discrimination *Employment Law	regulation bodies *Employee action for negligence of grievance *Loss of reputation	M	H	*Regular review of law			

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8	The provision of services being carried out under agency/partnership agreements with principal authorities	*Loss of reputation *Poor public image	L	M	*Clear statement of management responsibility for each service *Regular scrutiny of performance against Targets	Annually	Review of adequacy of insurance cover provided by suppliers	Chairman
9	Ensuring all business activities are within legal power	*Illegal expenditure	L	H	*Recording in the minutes the precise power under which	Monthly	Review of minutes to ensure legal powers in place, recorded and correctly applied	Clerk

					expenditure is being approved			
10	Proper, timely and accurate reporting of Council business in the Minutes	*Confusion and misunderstandings *Actions not reflecting intentions of Council	M	H	*Approval by committee and Parish Council *Minutes properly numbered and paginated with a master copy kept in safekeeping	Monthly	Check minute numbers run consecutively	Clerk

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11	Meeting the laid down timetables when responding to consultation invitation	*Affect reputation *Ineffectual involvement	L	L	Documented procedures to deal with responses to consultation requests	Annually	Consultation questions Non-participation	Clerk
12	Council lacks relevant skills and commitment	*Council fails to achieve its purpose *Decision making by-passes Council	L	H	*Training for Councillors *Close review of attendance	Annually. At first intake of new Councillors especially Every meeting	Training reminders	Clerk/ individual councillors to pursue training opportunities

		*Poor value for precept money						
13	Council becomes dominated by one or two individuals or cliques form	*Conflicts of interest *Pursuit of personal agendas *Decisions made outside Council	L	H	*Clear Standing Orders regarding conduct of meeting and Conflict of Interests	Annually	*Adverse press articles *Complaints *Incidents at meetings	Chairman
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14	Councillors benefiting from being on the Council	*Affect reputation *Conflicts of Interest	L	M	*Clear Standing Orders *Open system of payment	Annually All meetings	Adverse press articles	Chairman meanwhile individual councillors must be vigilant
15	Failure to register Members' interests, gifts etc	*Member could make inappropriate gains *Could affect reputations	L	M	*Procedures in place for recording and monitoring Members interests and gifts		Test of disclosures Complaint about members	As above

16	Lack of maintenance of Council owned property	*High cost of repair *Injury to third party leading to claims *Damage to property	M	H	*Building survey *Stock condition survey *Regular routine maintenance *Insurance cover	Annually	Unexpected incident	Chairman
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17	Damage or loss to Council owned property by third party or act of God Insufficient protection of physical assets owned by the Council - buildings, furniture, equipment etc. Legal liability as a consequence of asset ownership	*High cost of repair *Loss of Assets *Disruption *Damage to public property or person	M L M L	L M M H	*Insurance cover *Good Fire Alarm *Good Burglar Alarm where applicable *Clear Staff 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	Annually	Police report or damage report View asset register Review of management arrangements regarding insurance cover (loss or damage)	Clerk

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18	Damage to third party property or individual due to Service of Amenity provided	*Claim against Council	L	L	*Public Liability Insurance *Comprehensive event planning *Regular checks of facilities *Ensure all amenities/facilities are maintained to appropriate level	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	Chairman
19	Loss of cash through fraud or dishonesty	*Reduction in available funds *Loss of reputation	L	H	*Clear financial procedures *Adequate insurance cover	Annually Annually	On a Loss Review Insurance Cover (fidelity guarantee)	Chairman

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20	Inadequacy of Precept Ensuring the adequacy of the annual precept within sound budgeting arrangements	*Services not provided *Lack of confidence in Council *Inability to carry out functions *Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every Full Council meeting	Unexpected event ie flooding	Chairman
21	Problems due to borrowing or lending. Banking arrangements, including borrowing or lending. Complying with restrictions on borrowing	*Failure of third party to repay loan *Inability of Council to repay a loan	L	L	*Include in annual budget *Clear Standing Orders *Prepare, adopt and adhere to codes of practice for procurement and investment	Quarterly reviews	Review of internal controls in place and their documentation Review of minutes to ensure legal powers Review of minutes	Chairman

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22	Failure to use grants for intended purposes Ensuring the proper use of funds granted to local community bodies under specific powers or under s137	*Lack of funds for project for which grant was intended *Investigation into the use of funds	L	L	*Clear minutes *Ensure funds properly ring fenced *Clear financial procedures *Follow up on use *Record clearly in minutes *Maintain a separate record for s137 expenditure	Annually	Review of minutes	Chairman
23	Keeping proper financial records in accordance with statutory requirements	Inadequate financial control	L	H	Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Annually	Review of internal controls in place and their documentation	Clerk