

**THERFIELD PARISH COUNCIL
GOVERNANCE AND MANAGEMENT RISK REGISTER
FOR THE PERIOD 12.11.2025 TO 30.10.2026**

	Risk	Impact	Likelihood	Severity	Control Action / Internal Controls	Review Frequency	Alternative Review Trigger
1	Lack of forward planning and budgetary controls	Lack of direction and prioritisation of activities	M	H	In year budget reviews	Quarterly via the Finance Report (RFO)	Unexpected expense
2	Poor financial reporting to Council	Poor quality decision making Council becomes ill Informed Risk of cash deficit	M	H	Timely and accurate financial reporting	Quarterly via the Finance Report (RFO)	Matter raised at meeting

	Risk	Impact	Likelihood	Severity	Control Action / Internal Controls	Review Frequency	Alternative Review Trigger
3	Loss of Clerk / RFO	<p>Failure in budgetary controls</p> <p>Correspondence backlog</p> <p>Failure in maintaining website</p> <p>Unable to access documentation / information as passwords unknown</p>	M	H	<p>Succession Planning</p> <p>Clear written / published procedures</p> <p>Clear written / published budgetary procedures</p> <p>Up to date job descriptions</p> <p>Appraisal system</p> <p>Revise contract to extend one month notice period</p> <p>Setting a budget for a temporary locum</p> <p>Safekeeping and sharing of passwords</p> <p>Ensure all transparency documentation is on the council website</p>	Annually (Full Council)	Loss of Clerk / RFO
4	Failure to respond to electors' wish to right of inspection	<p>Loss of confidence</p> <p>Loss of reputation</p>	L	L	<p>Clear Standing Orders</p> <p>Clear written / published procedures for the AGAR process to include the Rights of Inspection where relevant</p>	Annually (Full Council)	Approach by elector to external auditor

	Risk	Impact	Likelihood	Severity	Control Action / Internal Controls	Review Frequency	Alternative Review Trigger
5	Ensure Council complies with law in particular: Health and Safety Equal Opportunities Data Protection Disability and Discrimination Employment Law	Fines and Penalties from regulation bodies Employee action for negligence or grievance Loss of reputation	M	H	Clear Policies and procedures Adoption of policies that ensure compliance with Standing Orders and Financial Regulations Regular review of law Attend HAPTC led training	Annually (Full Council)	Following incident
6	Poor provision of services being carried out via agreements with principal authorities	Loss of reputation Poor public image Poor value for precept money	L	M	Clear statement of management responsibility for each service Regular scrutiny of performance against targets	Annually (Full Council)	Complaint
7	Ensuring all business activities are within legal power	Illegal expenditure	L	H	Allocating precise power to each budget line	Annually as part of budget setting process (RFO)	Review of minutes to ensure legal powers in place, recorded and correctly applied

	Risk	Impact	Likelihood	Severity	Control Action / Internal Controls	Review Frequency	Alternative Review Trigger
8	Proper, timely and accurate reporting of Council business in the Minutes	Confusion and misunderstandings Actions not reflecting intentions of Council Libel	M	H	Approval by Full Council Minutes properly numbered with a master copy kept in safekeeping Insurance for libel and Slander	Monthly (Full Council)	Check minute numbers run consecutively
9	Councillors lack relevant skills and commitment	Council fails to achieve its purpose Decision making by-passes Council Poor value for precept money	L	H	Training for Councillors Close review of attendance	Annually (Full Council)	HATPC training reminders
10	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	Annually (Full Council)	Test of disclosures Complaint about members

	Risk	Impact	Likelihood	Severity	Control Action / Internal Controls	Review Frequency	Alternative Review Trigger
11	Lack of maintenance of Council owned property	High cost of repair Injury to third party leading to claims Damage to property	M	H	Stock condition survey Regular routine maintenance Insurance of property and funds	Annually (Full Council)	Unexpected incident
12	Damage or loss to Council owned property by third party or act of God Insufficient protection of physical assets owned by the Council Legal liability as a consequence of asset ownership	High cost of repair Loss of Assets Disruption	M	M	Maintain an up-to-date register of assets Regular maintenance arrangements for physical assets Annual review of risk and adequacy of insurance cover Insurance of property and funds	Annually (Full Council) Update asset register following each significant acquisition and send to TPC insurers	Police report or damage report View asset register Review of management arrangements regarding insurance cover (loss or damage) Damage to TPC property
13	Inadequacy of Precept Ensuring the adequacy of the annual precept within sound budgeting arrangements	Services not provided Lack of confidence Inability to carry out functions Insufficient funds for contingencies	L	M	In year budget reviews	Quarterly via the Finance Report (RFO)	Unexpected event

	Risk	Impact	Likelihood	Severity	Control Action / Internal Controls	Review Frequency	Alternative Review Trigger
14	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 minuting of s137 monies Ensure funds properly ring fenced Clear financial procedures Follow up on use Record clearly in minutes	Quarterly via the Finance Report (RFO)	Review of minutes
15	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	Quarterly via the Finance Report (RFO)	Review of internal controls in place and their documentation
16	Salaries – wrong salary / hours / rate paid Wrong deductions- NI and Income Tax	Incorrect spend against budget Incorrect amounts paid over to HMRC	L	M	Check salary to minute Check hours and rate to contract Check PAYE calculations	Monthly (Member)	Change of staff
17	VAT charges on purchases claimed within time limits	Loss of potential refund	L	M	Clearly denote VAT in cashbook Agree the return	Annually (Full Council)	Significant one-off VAT purchase

	Risk	Impact	Likelihood	Severity	Control Action / Internal Controls	Review Frequency	Alternative Review Trigger
18	Reserves – adequacy of general reserves Reserves – adequacy of earmarked reserves	Inability to fund unexpected revenue items Inability to fund unexpected capital items / projects	L	H	Consider at Budget Setting	Annually (Full Council)	Unexpected significant expense
19	Members Interests – conflict of interest	Reputational damage to Council	L	M	Code of Conduct training Declarations of interest to be documented / minuted	Annually (Full Council)	New Councillor
20	Information Technology- failure of Council laptop	Loss of correspondence and files	L	H	Regular back up to external hard drive Ensure all transparency documentation is on the council website	Monthly (Clerk)	Breakdown of Council laptop
21	Money or property lost whilst being handled by employees	Inability to pay for staff or services	L	H	Ensure adequate Fidelity Guarantee (FG) cover References are taken in respect of each employee who have a financial responsibility	Annually (Full Council)	Loss of money or property

	Risk	Impact	Likelihood	Severity	Control Action / Internal Controls	Review Frequency	Alternative Review Trigger
22	Accidents caused to member of the Pubic	Injury and damage to members of the public Reputational damage High litigation costs	L	H	Ensure adequate Public Liability Insurance	Annually (Full Council)	Accidents involving member of the public
23	Injury and damage to council employees	Injury and damage to employees Reputational damage High litigation costs Heavy penalties upon breaking the law (it is an offence to not have this insurance).	L	H	Ensure adequate Employees Liability Insurance	Annually (Full Council)	Accidents involving employees

Date Adopted: 11th November 2025

Minute Reference: 10.11.25

Review Date and Minute:	
Review Date and Minute:	
Review Date and Minute:	