

Chalford Parish Council Risk Register

		Impact			
		Negligible (1)	Low (2)	Medium (3)	High (4)
Likelihood	High (4)	4	8	12	16
	Medium (3)	3	6	9	12
	Low (2)	2	4	6	8
	Negligible (1)	1	2	3	4

Date: Updated 10.02.26 Version 6

Risk	Mitigating Activities (Controls)	Residual Risk Assessment			Comments
		Impact	Likelihood	Overall Assessment	
Strategic/Governance Risks					
Lack of democratic mandate Lack of people willing to stand as Councillors	All seats are subject to ordinary election every four years. In the absence of sufficient candidates, councillors may be appointed by co-option. Publicise vacancies and actively encourage people to apply.	4	2	8	All councillors are currently appointed by co-option.
Lack of diversity (by background, enthusiasm and interests) Council unrepresentative of local community to diversity	Proactively encourage applications Review meeting times to make accessible to working parishioners	3	3	9	Currently poor representation of community demographics

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Failure to appoint 'fit and proper' officers and councillors	Due diligence Democratic Decision Making	4	2	8	
Local Government Re-organisation	Regular updates received from SDC, NALC, GATPC	3	3	9	Potential for change of responsibilities and reduction in influence and statutory powers in a unitary structure
Failure to engage and communicate with other local authorities (e.g. district and county) and adjoining parish councils Becoming too inward looking and parochial	Regular meetings with County and District Councillors who are also invited to Full Council Occasional meetings with adjoining Bisley-with-Lypiatt PC	3	3	9	Meetings with other entities.

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	Regular meetings with Highways, Footpaths & Community Officers, PCSO's				
Failure of councillors to act collegiately, dominance by one person or a small group, poor communication	Civility & Respect Training undertaken Adherence to Standing Orders & Terms of Engagement	4	2	8	
Inadequate overall governance structure including assignment of responsibilities (Councillors and staff)	Committee and Working Group structure. Standing Orders, Terms or Reference	4	1	4	

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Failure to maintain appropriate and contemporary knowledge and skills among staff and councillors	<p>Staff and councillors should attend courses and training.</p> <p>Clerk and Deputy Clerk/RFO are undertaking ILCA and FILCA training and qualifications</p>	3	3	9	<p>Training available from SDC, GATPC and NALC</p> <p>Annual skills audit to identify gaps/strengths</p> <p>Publish training records for staff and councillors</p>
Failure to represent the interests of the whole community and lack of consultation	<ul style="list-style-type: none"> • Annual Meeting of the Council • Surveys and questionnaires • Design Statement • Parish Map • Community conferences and workshops • Parish Plans 	3	2	6	

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	<ul style="list-style-type: none"> Residents' attendance at all meetings Social media Noticeboards Direct discussions and consultations with residents 				
Failure to articulate a credible vision and long-term plan for the parish	Design Statement, Business Plan and potential Neighbourhood Development Plan. Production of three yearly business plan updated each year. Precept and two-year forecast	3	1	3	NDP is currently on hold due to suspension of funding by central government

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Failure to meet environmental commitments statutory obligations and safe management of council owned/managed land.	Biodiversity Working Party ChalCAN 2030 LNAP Friends of Frithwood SDC register and awareness of local history Support from SDC Environment Protection Team Tree Surveys	4	2	8	

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Hazard and dangers to the public on council owner/managed land.	Play equipment inspections Public space risk assessments	4	2	8	Lack of definitive knowledge of possible location of dumped material especially from Fibrecrete factory Professional survey of Valley Playing Field in due course
Finance Risks					
Budget – Failure to set suitable annual budget Failure to meet internal and external audit	Statutory Obligation Established and robust procedures in place. Regular meetings & checks by F & M Committee	4	1	4	
Budget – Failure to monitor and control expenditure during the year	Regular financial reporting using proprietary software (Scribe) include both budget and actual, income and	4	1	4	

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Failure to meet internal and external audit	expenditure (C+I+A) and to date forecast Restricted use of Excel Formal procedures for quotes and contracts in place				
Management of bank accounts, deposits and cash	Bank mandates Dual authorities to release payments (combination of RFO and F&M councillors) Petty Cash and Allotments procedures Balances maintained with Financial Services Compensation Scheme limits	4	2	8	

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<p>Maintenance of sufficient reserves and not holding too high reserves</p> <p>Insufficient funds to cover essential fixed asset expenditure or unexpected deficits</p> <p>Maintenance of sufficient reserves to cover unexpected issues and expenditure and emergencies</p>	Earmarked and General Reserves	4	1	4	Earmarked reserve policy to ring-fence and identify for specific expenditure purposes General Reserve maintained within guidance of 3 to 12 months of net revenue expenditure
Poor investment of council funds resulting in loss of money	Investment policy reviewed annually. Limits on amount held in investment accounts within Financial Services Compensation Scheme limits	4	1	4	

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Inadequate/ inappropriate insurance cover.	Management of insurance dealt with effectively by RFO. Reviewed by F&M Committee and Internal Auditor	4	2	8	Asset Register out of date – review in course and to be recorded on Scribe Premium and cover to then be reviewed for adequacy and value
Failure to guard against fraud	Financial Procedures	4	2	8	
Operation and Reputational Risks					
Failure to maintain operations as a result of major disruption.	Emergency and business continuity planning	4	3	12	Business Continuity Plan and Emergency Plan to be written.

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Loss of key staff	Succession planning Notice periods included within contracts of employment. Annual appraisals to identify/resolve staffing issues	3	2	6	
Inadequate Health & Safety Management	Works Committee risk assessments for Grounds staff activities Other risk assessments	4	2	8	
Failure of staff to behave appropriately and perform duties to required standards	Staff appraisal process Staff code of conduct and training	4	2	8	

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Staff grievance leading to legal proceedings	Support/advice available from Local Authority and ACAS Policies and channels in place to deal with situations	4	2	8	
Failure to respond appropriately to public feedback/grievance	Complaints policy & procedure Public meetings and consultations Support of District and County Councils	4	2	8	
Compliance/Legal/Regulatory Risks					
Failure to meet minimum statutory duties: <ul style="list-style-type: none"> • Comply with Freedom of Information Act, Data 	Policies & Procedures Internal & External Audit	4	2	8	

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Protection Act, Equality Act, GDPR <ul style="list-style-type: none"> • Publish mandatory information • Comply with Local Government Transparency Code • Consider impact of decisions on reducing crime and disorder • Have regard to protection of biodiversity • Health and Safety 	Guidance of Proper Officer (Clerk) and Responsible Finance Officer (RFO)				
IT					

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Physical loss of computer systems and records	Secure systems in place in office and lockable areas. Access to office area is controlled. Insured Risk	4	2	8	
Failure to protect against cyber security threats	IT has secure back up systems and firewalls. 2Factor Authentication. Readiness for Cyber Security & Resilience Bill, Professional IT support	4	2	8	