

**Hugglescote& Donington Le Heath Parish Council**

**Risk Management / Assessment**

**Non Financial**

**Risk Assessment April 2025**

This document identifies risks, assesses likelihood and impact and how risk is managed. Likelihood and Impact have been assessed on a Low -Medium- High levels of Risk Matrix.

Risks are classified into:

Physical assets – buildings, equipment, IT hardware etc

Financial.

Injury to the public, councillors, staff – in playgrounds and recreation grounds, community centre outside project work.

Complying with legal requirements – agendas, minutes, records etc

Councillor propriety - declarations of interests, gifts hospitality code of conduct.

Business Continuity.

<b>Likelihood</b>	<b>Severity /Impact</b>		
	1	2	3
1	<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>
2	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
3	<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>

Risk Topic	Identified Risk	Likelihood	Impact	Review /Assess /Revise
<b>General</b>				
1	Risk is not properly managed.	Medium	Reputational damage and realisation of risks in other areas.	Ensure that internal controls are managed adequately and report as necessary on the steps being taken to self-manage risks. Ensure that external insurance cover is in place where required.
2	The risk that procedures in are not in place for recording and monitoring Members' interests.	Low	Reputational damage and non-compliance with the Localism Act 2011.	Declarations of interest are on all Parish Council agendas. Registers of Interest are maintained and are on the Parish Council's website. Notify NWLDC of Members' interests.
3	Minutes are not properly numbered and paginated with a master copy kept in safekeeping leading.	Low	Reputational damage, non-compliance with legislation and best practice and a lack of clarity for referencing previous decisions.	Minutes are added to the Council's website. Minutes considered at each Parish Council meeting and signed accordingly by the Chairman.
4	The Parish Council receives bad publicity.	Low	Loss of reputation.	Press releases agreed before issue Councillors to avoid speaking to the press outside of meetings. Care to be exercised when discussing Parish Council business.
5	Minutes are not recorded accurately.	Medium	Loss of reputation. Resolutions either not being or properly Implemented.	Accuracy of minutes at next meeting as a standing item. Issue draft minutes to all Councillors to enable them to check for factual inaccuracies. Post draft minutes on the Parish Council website after Councillors have checked them for inaccuracies.

Risk Topic	Identified Risk	Likelihood	Impact	Review /Assess /Revise
<b>General</b>				
6	The Parish Council fails to recognise and address conflicts of interest.	Low	Loss of reputation and the use of practice which do not comply with legislation and/or best practice procedures.	Ensure Code of Conduct reflects current legislation. Maintain 'Declarations of Interests' as a standard item for Parish Council meetings. Make Councillors aware of the need to keep their 'Register of Members' Interest' up to date, publish on website and inform NWLDC Seek advice as necessary, e.g. from NWLDC, SLCC and LRALC.
7	Allegations of libel or slander are made against Councillors and/or the Clerk.	Low	Reputational damage and financial loss.	Code of Conduct adopted. Press releases to be reviewed by Chairman or Clerk before release. Obtain insurance cover for legal liability to pay damages whilst carrying out their official activities.
8	There is inadequate awareness of and compliance with relevant legislation by the Clerk and/or Members	Low	Improper decisions being made and loss of reputation.	Ensure that the Clerk is issued with a comprehensive job description. Clerk and/or Members attend appropriate development opportunities Maintain membership LRALC (and therefore NALC and seek advice as necessary. Liaise with officers at NWLDC, LCC SLCC and LRALC as appropriate. Subscribe to relevant magazines and journals. Recruit suitably qualified Clerk.

Risk /Topic	Identified Risk	Likelihood	Impact	Impact	Review /Assess /Revise
<b>Business Continuity</b>					
1	Failure to attract sufficient candidates for member vacancies and a lack of inclusivity.	Low		Excessive burdens for existing Councillors.	Publicise vacancies on notice boards, website social media and Bear Facts. Seek candidates from volunteers assisting in PC matters.
2	Meetings are not quorate	Low		Inability to conduct the parish's business and reputational damage.	Meeting calendar decided at Annual Parish Council meeting and therefore known to all members. Issue meeting agendas promptly. Maintain attendance register. Enact dispensation provision of the Localism Act in situations where, without the dispensation, the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business.
3	A lack of public participation at meetings and a lack of public consultation by members.	Low		Leading to a perception that the public interest is not being fully met.	Ensure that meetings (including agenda) are publicised at least three clear days (not including the days of issue and the meeting) before the meeting. Date of next meeting in minutes which are published on the website. Include public participation on agendas. Provide advice for members of the public attending. Encourage feedback and ideas from parishioners. Proactively encourage volunteering.

Risk	Identified Risk	Likelihood	Impact	Review /Assess /Revise
<b>Business Continuity</b>				
4	Members act independently outside meetings thereby appearing to undermine the authority of the Parish Council as the decision-making body.	Low	Loss of Reputation.	Publications available for Councillors Councillors to avoid making personal commitments on behalf of the Parish Council. Councillors to undertake relevant development opportunities.
5	The risk that the Parish Council fails to correctly identify local needs or wishes leading to general dissatisfaction amongst residents about the role of the Parish Council.	Low	No involvement in Decision making processes.	Maintain close liaison with residents. Consider organising meetings to obtain residents' feedback. Use questionnaires, where appropriate, to identify local wishes. Publicise plans and invite comments. Encourage residents' attendance at Parish Council and Annual Parish meetings and use of Public Participation sessions. Bear Facts to inform residents about current issues. Invite public participation.
6	The risk that there is inadequate document control resulting in operational difficulties.	Low	Non-compliance with laws and reputational damage.	Minutes signed by Chairman and retained Back-up of computer records and store away from computer site. Retain records for required legal period. Compile procedure narratives of any key systems. Ensure that minutes, agendas and other key policy documents are included on website.