Risk Register

Policy Update Timeline

- **Date Published:** April 2026
- **Review Due:** April 2027
- **Adopted:** Full Council

The **Risk Register for Tilshead Parish Council** identifies, evaluates, and proposes controls for key operational, financial, and strategic risks.

Risk Assessment Methodology

The Council uses a **5x5 matrix** to score risks based on **Likelihood** (1-5) and **Consequence/Impact** (1-5). Risks scoring **8 and above** require detailed consideration and a specific action plan.

- **Likelihood:** 1 (Rare) to 5 (Highly Likely/Common).
- **Consequence:** 1 (Insignificant/Negligible) to 5 (Catastrophic/Severe).
- **Risk Score:** Likelihood x Consequence.

Tilshead Parish Council Risk Register

Ref	Risk Description	L	C	Score	Controls & Mitigation	Response
1.1	**Loss of Clerk/Staff:** Interruption to administration or missing key dates.	3	3	**9**	Use of locum panels (SLCC/WALC); Councillors trained in basic admin/finance; succession planning.	**Treat**
1.2	**IT/Data Loss:** System fault or loss of information on Clerk/Chair laptops.	3	3	**9**	Regular backups to the cloud/physical storage; use of anti-virus software; annual testing of restore process.	**Treat**
2.1	**Financial Fraud:** Missing funds due to fraud by staff or members.	2	3	**6**	Robust Financial Regulations; regular bank reconciliations; Fidelity Insurance.	**Treat**

2.2 Budgeting/Precept: Incorrect precept leading to insufficient or excess reserves.	3 3 **9**	Robust and timely budgeting process; monitor reserves, timely submission of bids for funds.	**Treat**
3.1 Public Liability: Injury to third parties from Council assets.	3 4 **12**	Maintain Public Liability Insurance (£10m+); annual safety inspections; up-to-date asset register.	**Transfer**
3.2 GDPR/Data Breach: Failure to comply with data protection or retention policies.	3 4 **12**	Adopt Data Protection and Retention & Disposal policies; use a filing and retrieval system; regular policy reviews.	**Treat**
4.1 Tree Safety: Injury or damage from trees on Council land.		Annual asset condition report; photographic records; budgetary provision for repairs; maintenance schedules.	**Treat**
4.2 Member Interests: Lack of transparency regarding Councillor interests.	2 3 **6**	Review declarations annually; "Declaration of Interests" as a standing agenda item; record declarations in minutes.	**Treat**

Management and Review

- **Risk Control (The 4 Ts):** The Council will manage risks by **Terminating** (eliminating the cause), **Treating** (reducing impact/likelihood), **Transferring** (insuring or sharing), or **Tolerating** (accepting) the risk.
- **Review Cycle:** The **Risk Strategy** should be reviewed **annually** by the Council. The **Risk Register** is a working document and should be reviewed **at least quarterly** or whenever new risks emerge.
- **Transparency:** The Strategy and Register will be published on the Council's website in accordance with the Freedom of Information Act 2000.

Tilshead Parish Council: Risk Management & Assessment Framework

The Risk Assessment Framework

Likelihood	1: Insignificant	2: Minor	3: Moderate	4: Major	5: Catastrophic
5: Highly Likely	5	10	15	20	25
4: Likely	4	8	12	16	20
3: Possible	3	6	9 1.1 Loss of Clerk/Staff 1.2 IT/Data Loss 2.2 Budgeting/Precept 4.1 Tree Safety	12 3.1 Public Liability 3.2 GDPR/Data Breach	15
2: Unlikely	2	4	6 2.1 Financial Fraud 4.2 Member Interests	8	10
1: Rare	1	2	3	4	5

Consequence

Scores of **8 and above** require detailed consideration and a formal action plan.

Scoring Methodology

Score = Likelihood (1-5) × Consequence (1-5)

Annual Review Cycle

The Risk Strategy is reviewed annually by the Full Council, and the Register is updated quarterly or as new risks emerge.

The 4 Ts of Risk Response

Terminate

Eliminating the cause of the risk entirely to remove the threat.

Treat

Implementing controls or actions to reduce the likelihood or severity.

Transfer

Passing the risk to a third party (e.g., insurance).

Tolerate

Accepting the risk as it is, usually when mitigation mitigation cost outweighs impact.