Edington Parish Council Risk register

Logo

Risk Register
(6th August 2026)

Policy Update Timeline

- **Date Published:**
- **Reviewed:** 10 August 2026
- **Review Due:** Feb/March 2027
- **Adopted:** Full Council

The **Risk Register for Edington 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.

Edington 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; 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, training.	**Treat**
4.1 Play Field and Equipment Injury or damage as the result of using Council Play Field and Play Equipment	3 5 15	Ensure all equipment is inspected in accordance with best practice schedules, weekly, quarterly and annually. Ensure budget is available to carry out all maintenance promptly. Ensure equipment is compliant with British Standards at time of manufacture. Ensure adult supervision is recommended for all children using the facility. Ensure that all insurance is up to date and carries sufficient public liability (£10m+).	**Treat and Transfer**
4.2 Tree Safety: Injury or damage from trees on Council land.	2 5 10	Annual asset condition report; photographic records; budgetary provision for repairs; maintenance schedules.	**Treat**
4.3 Emergency Planning	1 5 5	Annual asset condition checks, review of the plan each year.	**Treat**
4.4 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.