

PENTON MEWSEY PARISH COUNCIL

RISK MANAGEMENT POLICY AND RISK REGISTER

Policy Reference: PMPC-2026

Version: 1.0

Adopted:

Minute Reference:

Review Date: Annually at Meeting of the Council

Policy Owner: Clerk, Responsible Financial Officer (RFO)

1. INTRODUCTION

Penton Mewsey Parish Council recognises that risk management is an essential component of effective governance, sound financial management and responsible stewardship of public funds.

The Council acknowledges that risk cannot be eliminated entirely; however, effective management of risk enables the Council to minimise threats, maximise opportunities, protect assets and reputation, and ensure the continued delivery of services to the community.

This policy has been prepared in accordance with current Proper Practices for local councils and supports the requirements of the Annual Governance and Accountability Return (AGAR), including Annual Governance Statement Assertion 5 regarding risk management. Current guidance also places increased emphasis on digital and data compliance and governance arrangements. [\[nalc.gov.uk\]](https://www.nalc.gov.uk),

2. OBJECTIVES

The objectives of this Policy are to:

- Identify significant risks facing the Council.
- Evaluate the likelihood and impact of those risks.
- Implement appropriate control measures.
- Maintain effective internal controls.

- Protect Council assets and finances.
 - Ensure legal and regulatory compliance.
 - Promote good governance and accountability.
 - Ensure service continuity and operational resilience.
 - Support continuous improvement.
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3. RESPONSIBILITIES

Council

The Parish Council is responsible for:

- Approving and reviewing this Policy annually.
- Identifying significant risks.
- Determining acceptable levels of risk.
- Ensuring adequate resources are available to manage risks.
- Reviewing recommendations from internal and external auditors.

Clerk / Responsible Financial Officer

The Clerk/RFO is responsible for:

- Maintaining the Risk Register.
 - Monitoring risk controls.
 - Reporting significant risks to the Council.
 - Monitoring legislative and regulatory changes.
 - Implementing Council decisions relating to risk management.
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4. RISK ASSESSMENT METHODOLOGY

Likelihood

Score	Description
1	Rare
2	Unlikely
3	Possible
4	Likely

5	Almost Certain
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Impact

Score	Description
1	Negligible
2	Minor
3	Moderate
4	Major
5	Severe

Risk Rating

Likelihood × Impact

Score	Risk Level
1-6	Low
7-12	Medium
13-25	High

5. RISK REGISTER

GOVERNANCE RISKS

Risk: Failure to comply with legislation, regulations or Proper Practices

Likelihood: 2

Impact: 5

Rating: 10 (Medium)

Risk Owner: Council / Clerk

Controls

- Membership of HALC and NALC.
 - Access to professional advice.
 - Annual review of Standing Orders and Financial Regulations.
 - Internal Audit programme.
 - Ongoing monitoring of legislative changes.
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Risk: Failure to declare interests or comply with the Code of Conduct

Likelihood: 2

Impact: 4

Rating: 8 (Medium)

Risk Owner: Council

Controls

- Register of Interests maintained.
 - Declarations requested at every meeting.
 - Adopted Code of Conduct.
 - Councillor training where required.
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FINANCIAL RISKS

Risk: Fraud, theft, corruption or misuse of Council funds

Likelihood: 2

Impact: 5

Rating: 10 (Medium)

Risk Owner: Clerk / Council

Controls

- Financial Regulations adopted and reviewed.
 - Budget monitoring at every meeting.
 - Payment approvals recorded in minutes.
 - Internal and External Audit.
 - Regular bank reconciliation.
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Risk: Inadequate budget or insufficient reserves

Likelihood: 2

Impact: 4

Rating: 8 (Medium)

Risk Owner: Council

Controls

- Annual budget process.
- Annual reserves review.

- Precept reviewed annually.
 - Regular financial reporting.
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Risk: Banking fraud or unauthorised payments

Likelihood: 3

Impact: 5

Rating: 15 (High)

Risk Owner: Clerk

Controls

- Dual authorisation where available.
 - Bank details independently verified.
 - Supplier details validated before payment.
 - Financial Regulations followed.
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Risk: Banking provider failure

Likelihood: 1

Impact: 4

Rating: 4 (Low)

Risk Owner: Clerk

Controls

- Funds held with reputable UK financial institutions.
 - Regular reconciliation and reporting.
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ASSET MANAGEMENT RISKS

Risk: Loss, theft or damage to Council assets

Likelihood: 2

Impact: 4

Rating: 8 (Medium)

Risk Owner: Clerk / Council

Controls

- Asset Register maintained and reviewed annually.
- Insurance cover maintained.
- Periodic inspections undertaken.

Assets include:

- Notice boards
 - Bus shelter
 - Benches
 - Street furniture
 - Street lighting assets where applicable
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Risk: Injury to members of the public arising from Council assets

Likelihood: 2

Impact: 5

Rating: 10 (Medium)

Risk Owner: Council

Controls

- Public Liability Insurance.
 - Inspection programme.
 - Defects reported and corrected promptly.
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HEALTH AND SAFETY RISKS

Risk: Community event incident or public injury

Likelihood: 2

Impact: 5

Rating: 10 (Medium)

Risk Owner: Council

Controls

- Event risk assessments undertaken where applicable.
- Appropriate insurance cover.
- Use of competent contractors and suppliers.

Note: Applicable only where Council-organised events take place.

STAFFING RISKS

Risk: Clerk absence, incapacity or resignation

Likelihood: 3

Impact: 4

Rating: 12 (Medium)

Risk Owner: Council

Controls

- Procedure notes maintained.
 - Electronic records kept securely.
 - Emergency access arrangements for key information.
 - Support available through HALC and neighbouring councils.
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Risk: Failure to comply with employment legislation

Likelihood: 2

Impact: 4

Rating: 8 (Medium)

Risk Owner: Council

Controls

- Contract of employment maintained.
 - HMRC requirements observed.
 - Professional advice sought where appropriate.
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DATA PROTECTION RISKS

Risk: Data breach involving personal information

Likelihood: 2

Impact: 5

Rating: 10 (Medium)

Risk Owner: Clerk

Controls

- Privacy Notice adopted.
 - Retention Policy maintained.
 - Restricted access to personal data.
 - Secure storage of data.
 - Compliance with UK GDPR requirements.
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Risk: Failure to comply with data protection obligations

Likelihood: 2

Impact: 4

Rating: 8 (Medium)

Risk Owner: Clerk

Controls

- Data managed in accordance with Council policies.
 - Regular review of data held.
 - Appropriate procedures for information requests.
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CYBER SECURITY RISKS

Risk: Cyber attack, ransomware, phishing or malware

Likelihood: 3

Impact: 5

Rating: 15 (High)

Risk Owner: Clerk

Controls

- Password-protected devices.
- Anti-virus protection.
- Software updates maintained.
- Multi-factor authentication where available.
- Secure backups maintained.

Current Proper Practices include specific emphasis on digital and data compliance requirements.
[\[nalc.gov.uk\]](https://nalc.gov.uk),

Risk: Loss of electronic records

Likelihood: 2
Impact: 4
Rating: 8 (Medium)
Risk Owner: Clerk

Controls

- Cloud and/or encrypted external backups.
- Backups retained separately from the primary system.
- Periodic testing of data recovery.

Risk: Failure to maintain compliant Council email arrangements

Likelihood: 2
Impact: 4
Rating: 8 (Medium)
Risk Owner: Clerk

Controls

- Council-owned domain maintained.
- Generic Council email account used for official business.
- Personal email accounts not used for Council records where alternatives exist.

Current guidance requires generic authority email accounts hosted on authority-owned domains.
[\[nalc.gov.uk\]](https://nalc.gov.uk),

WEBSITE AND TRANSPARENCY RISKS

Risk: Failure to comply with transparency publication requirements

Likelihood: 2
Impact: 4
Rating: 8 (Medium)
Risk Owner: Clerk

Controls

- Website maintained and periodically reviewed.
- Minutes and agendas published.
- AGAR documents published within statutory timescales.
- Publication Scheme adopted.

- Accessibility Statement maintained.
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BUSINESS CONTINUITY RISKS

Risk: Major incident preventing normal Council operations

Likelihood: 2

Impact: 5

Rating: 10 (Medium)

Risk Owner: Council / Clerk

Controls

- Electronic records maintained.
 - Alternative meeting arrangements available.
 - Insurance cover maintained.
 - Emergency contacts recorded.
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Risk: Loss of records due to fire, theft or system failure

Likelihood: 2

Impact: 5

Rating: 10 (Medium)

Risk Owner: Clerk

Controls

- Routine backups.
 - Secure storage arrangements.
 - Insurance cover maintained.
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CONTRACTOR RISKS

Risk: Contractor failure or inadequate performance

Likelihood: 2

Impact: 3

Rating: 6 (Low)

Risk Owner: Council

Controls

- Procurement procedures followed.
 - Insurance checked where applicable.
 - Performance monitored.
 - Contracts reviewed when necessary.
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INSURANCE RISKS

Risk: Inadequate insurance cover

Likelihood: 1

Impact: 5

Rating: 5 (Low)

Risk Owner: Clerk

Controls

- Annual insurance review.
 - Asset Register checked against policy schedules.
 - Specialist local council insurance provider used where appropriate.
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6. RISK MANAGEMENT IMPROVEMENT PLAN 2026/27

The Council will seek continual improvement by:

Governance

- Reviewing all governance policies annually.
- Considering relevant HALC and NALC training opportunities.
- Reviewing audit recommendations.

Financial Management

- Reviewing reserves annually.
- Reviewing banking and payment controls annually.
- Reviewing fraud prevention measures.

Cyber Security

- Conducting an annual cyber security review.
- Maintaining secure passwords and authentication controls.
- Testing backup arrangements annually.

Data Protection

- Reviewing GDPR compliance annually.
- Reviewing Privacy Notice and Retention Policy annually.

Assets

- Carrying out and recording annual inspections.
- Reviewing the Asset Register annually.
- Reviewing insurance cover annually.

Business Continuity

- Reviewing key contacts and emergency arrangements annually.
- Maintaining procedures to ensure continuity of Council business.

Website Compliance

- Reviewing website transparency requirements annually.
- Reviewing accessibility compliance annually.

7. INTERNAL CONTROL FRAMEWORK

The Council maintains the following controls and supporting documents:

- Standing Orders
- Financial Regulations
- Asset Register
- Annual Budget
- Internal Audit Arrangements
- Code of Conduct
- Complaints Procedure
- Publication Scheme
- Privacy Notice
- Data Protection Policies
- Records Retention Policy
- Freedom of Information Procedures

- Accessibility Statement
- Risk Management Policy and Risk Register

8. MONITORING AND REVIEW

This Policy and Risk Register will be reviewed:

- Annually;
- Following significant incidents;
- Following changes to Council services or responsibilities;
- Following recommendations from Internal Audit;
- Following recommendations from External Audit;
- Following significant legislative, regulatory or governance changes.

The review shall be recorded in Council minutes.

9. REVIEW HISTORY

Version	Date	Details
1.0	2026/27	Initial adoption

10. ADOPTION

This Risk Management Policy and Risk Register was approved by Penton Mewsey Parish Council at a meeting of the Council held on:

Date: _____

Minute Reference: _____

Chair

Signed: _____

Name: _____

Date: _____

Clerk / Responsible Financial Officer

Signed: __H Easton__Clerk_____

Signed: __J Venn ____Chairman_____

Date: _____18th August 2026 _____Minute ref:___0826/12_____

Publication Status: Public Document

Next Review: Annual Meeting of the Council 2027/28