



# **Weekley Parish Council**

## **Risk Management Policy – Risk Register**

**Approved by Weekley Parish Council**

**3<sup>rd</sup> February 2026**

Risk scores reflect the size, activity level and limited data processing undertaken by Weekley Parish Council and are reviewed annually.

**Risk Categories:**

Score	Definition
1	Insignificant
2	Minor
3	Moderate
4	Major
5	Severe / catastrophic

Ref: **1 = Financial**   **2 = Staffing**   **3 = Governance**   **4 = I.T.**   **5 = Public/Health & Safety**

**FINANCIAL**

Ref	Risk Area	Identified Risk	Likelihood (1–5)	Impact (1–5)	Risk Level	Control/Mitigation Measures	Relevant Legislation/ Guidance
1	Precept	Not submitted	1	1	Low	<ul style="list-style-type: none"> <li>• Full Council minute</li> <li>• Clerk/RFO to follow up</li> </ul>	Local Government Finance Act 1992 Accounts & Audit Regs 2015
1	Precept	Not paid by Unitary Council	1	5	High	Report to Council • Liaison with North Northamptonshire Council	Local Government Finance Act 1992
1	Reserves	General reserves too low	1	5	High	<ul style="list-style-type: none"> <li>• Annual review when setting budget</li> </ul>	Accounts & Audit Regs 2015 Proper Practices

Ref	Risk Area	Identified Risk	Likelihood (1-5)	Impact (1-5)	Risk Level	Control/Mitigation Measures	Relevant Legislation/ Guidance
							Guidance
1	Financial Records	Records not kept up to date	1	5	High	<ul style="list-style-type: none"> <li>• Clerk/RFO maintains records</li> <li>• Internal Controls Members supervision</li> <li>• Internal Auditor checks</li> </ul>	Accounts & Audit Regs 2015 Local Government Act 1972
1	Fraud / Theft	Theft of council finances	1	5	High	<ul style="list-style-type: none"> <li>• Dual authorisation of payments</li> <li>• Regular internal checks</li> <li>• Fidelity insurance</li> </ul>	Fraud Act 2006 Bribery Act 2010 Accounts & Audit Regs 2015
1	VAT	VAT reclaim errors/reclaim not submitted	1	4	Medium	<ul style="list-style-type: none"> <li>• Clerk/RFO ensures timely and accurate claims</li> </ul>	Value Added Tax Act 1994 HMRC Guidance

## STAFFING

Ref	Risk Area	Identified Risk	Likelihood	Impact	Risk Level	Control/Mitigation Measures	Relevant Legislation/ Guidance
2	Clerk/RFO Absence	Long-term illness	1	5	Medium	<ul style="list-style-type: none"> <li>• Locum or volunteer support via NCALC</li> </ul>	Employment Rights Act 1996
2	Salaries	Incorrect salary paid	1	3	Low	<ul style="list-style-type: none"> <li>• Checks against minutes and bank records</li> </ul>	Employment Rights Act 1996
2	Salaries	False employee	1	5	High	<ul style="list-style-type: none"> <li>• Internal controls and verification</li> </ul>	Fraud Act 2006
2	Salaries	Incorrect tax/NI deductions	1	1	Low	<ul style="list-style-type: none"> <li>• Internal control and auditor checks</li> </ul>	Income Tax (PAYE) Regulations

## GOVERNANCE

Ref	Area	Identified Risk	Likelihood	Impact	Risk Level	Control/Mitigation Measures	Relevant Legislation/Guidance
3	Legal Powers	Acting ultra vires	1	5	High	• Clerk/RFO advises Council • Advice minuted	Local Government Act 1972 Localism Act 2011
3	Minutes	Failure to keep signed minutes	1	5	High	• Accurate minutes prepared • Approved and retained	Local Government Act 1972 s228
3	Interests	Failure to declare DPI	1	5	High	• Registers of Interest maintained	Localism Act 2011
3	Interests	Failure to declare interests at meetings	3	3	High	• Declarations at agenda item • Withdrawal where required	Localism Act 2011 Code of Conduct
3	Governance	Non-compliance with Standing Orders / Financial Regulations	3	3	Medium	• Clerk/RFO and Members ensure compliance	Standing Orders Regs 1993
3	Governance	Standing Orders / Financial Regulations out of date	1	3	Medium	• Annual review by Council	Accounts & Audit Regs 2015
3	Records & Data	Failure to comply with data protection requirements	1	4	Medium	• Data Protection Policy • ICO registration maintained	UK GDPR Data Protection Act 2018
3	Records	Failure to retain or produce Council records (including emails)	1	4	Medium	• Electronic filing system • Retention schedule	Local Government Act 1972 FOI Act 2000

## I.T.

Ref	Area	Identified Risk	Likelihood	Impact	Risk Level	Control/Mitigation Measures	Relevant Legislation/Guidance
4	Email	Council business conducted via personal email accounts	2	3	Medium	• Use of Council email encouraged • Guidance issued	UK GDPR ICO Guidance
4	Email	Accidental disclosure of personal data by email	1	4	Medium	• Minimal data shared • Care when sending emails	UK GDPR Arts 5 & 32
4	Cyber Security	Phishing or compromise of email or IT systems	2	4	Medium	• Strong passwords • Awareness of phishing risks	UK GDPR Art. 32 NCSC Guidance
4	IT Systems	Loss of data due to IT failure or lack of backups	1	4	Medium	• Regular backups • Data restoration capability	Proper Practices (JPAG)

## PUBLIC/HEALTH & SAFETY

Ref	Area	Identified Risk	Likelihood	Impact	Risk Level	Control/Mitigation Measures	Relevant Legislation/Guidance
5	Public/Volunteers	Injury to councillors, staff, volunteers or public	3	5	High	• Separate volunteer risk register • Insurance • Risk assessments	H&S at Work Act 1974 Management of H&S Regs 1999

<b>Approved by Weekley Parish Council:</b>		
<b>Signature of Chairman</b>		<b>Date: 3<sup>rd</sup> February 2026</b>
<b>Signature of the Clerk</b>		<b>Date: 3<sup>rd</sup> February 2026</b>

Version	Purpose	Author	Date	Minute Ref
1	Initial	RC	07/11/2023	23/114
2	Revised	RC	04/02/2025	25/029
3	Updated	RC	03/02/2026	