

RISK REGISTER

Adopted by Wentworth Parish Council on 29th September 2025

TO BE REVIEWED 1st May 2026

RISK AREA	RISK IDENTIFIED	LEVEL OF RISK H/M/L	MANAGEMENT/CONTROL OF RISK	ACTION REQUIRED
FINANCIAL				
	Loss of money through fraud, theft, poor accounting systems.	L	<ul style="list-style-type: none"> • Informal monitoring, trust and spot checks • Financial reports presented to Parish Council monthly. • Documented procedures in place to prevent/detect including authorisation and independent audit • Investment Strategy and Policy priorities security and liquidity of funds • Insurance in place to cover any resulting financial losses • Annual review of insurance • Cash not kept on premises • Multiple signatories on accounts/cheques • Experienced, trained staff • Annual review of effectiveness of auditor • Electronic banking procedures in place, with secure passwords • Use of only recognised banks for banking and investment needs. 	<ul style="list-style-type: none"> • Existing procedures adequate.
	Inadequate Records	L	<ul style="list-style-type: none"> • The Council has Financial Regulations which sets out requirements. 	<ul style="list-style-type: none"> • Existing procedures adequate. • Review Financial

				Regulations at least annually.
	Sudden large expenditure required for excessive under budgeting.	M	<ul style="list-style-type: none"> Parish Council has established adequate reserves. Resort to other funding sources, or Public Works Loan Board. Parish Council review budget prior to precept being set. 	<ul style="list-style-type: none"> No Action required Existing procedures adequate.
	Adequacy of Precept	L	<ul style="list-style-type: none"> Annual budget produced. Monthly reports provided to finance full council. Quarterly budget comparison report produced. 	<ul style="list-style-type: none"> No Action required Existing procedures adequate.
	Incorrect VAT Claim	L	<ul style="list-style-type: none"> VAT report is provided as part of Internal Controls Check monthly, to review against cash book. 	<ul style="list-style-type: none"> No Action required Existing procedures adequate.
	Best Value Accountability	L	<ul style="list-style-type: none"> More than one quotation to be obtained for substantial work. Tenders to be sought. Financial Regulations to be adhered to. 	<ul style="list-style-type: none"> No action required Existing procedures adequate
PROPERTY				
	Facilities Unusable	L	<ul style="list-style-type: none"> There are no life critical services provided. The Council will be called in to agree immediate priorities. Short term measure to recover to an alternative location. 	<ul style="list-style-type: none"> No Action required Existing procedures adequate.
	Damage to a third party, as a result of the Council providing services or amenities to the public	M	<ul style="list-style-type: none"> Regular health and safety risk assessments Regular safety checks Adequate insurance Training 	<ul style="list-style-type: none"> No Action required Existing procedures adequate.

	(Public Liability)			
	Damage to physical assets owned by the Council- buildings, furniture, equipment, complete loss of ICT etc.	M	<ul style="list-style-type: none"> • An up-do-date register of assets • Physical verification of assets held on register • Regular safety checks on physical assets • Regular maintenance arrangements for physical assets • Insurance regularly reviewed • Emergency Plan produced and updated • Computer backups off site • Physical security including key controls 	<ul style="list-style-type: none"> • The asset register regularly updated
	Harley Playground Equipment	L	<ul style="list-style-type: none"> • The playground is inspected regularly by RMBC. • Records are maintained by the Parish Council. 	<ul style="list-style-type: none"> • Existing procedure adequate.
	Grit/Salt bins	L	<ul style="list-style-type: none"> • Inspections undertaken by Parish Councillors. • Clerk to order grit/salt. • Records maintained by Parish Council 	<ul style="list-style-type: none"> • Existing procedure adequate.
	Benches	L	<ul style="list-style-type: none"> • Schedule for benches held. • Benches are inspected regularly. 	<ul style="list-style-type: none"> • Existing procedure adequate.
LEGAL				
	Insurance Adequacy, Cost, Compliance, Fidelity Guarantee.	L	<ul style="list-style-type: none"> • Annual Review is undertaken of all insurance arrangements. 	<ul style="list-style-type: none"> • No action required • Existing procedure adequate.
	Confidential Data being disclosed.	L	<ul style="list-style-type: none"> • Data protection policy in place • Very little confidential data held • Staff have undertaken Data Protection training. • Any confidential aspects of reports are highlighted to Councillors 	<ul style="list-style-type: none"> • No action required • Existing procedure adequate.

			<ul style="list-style-type: none"> • ICT security in place. 	
	Harm caused by failure to ensure adequate Health and Safety	M	<ul style="list-style-type: none"> • Risk Assessments carried out • H&S induction for all staff • Council property properly maintained • Specific training provided as per risk assessment findings inc. 1st Aid 	<ul style="list-style-type: none"> • Training is required • Risk assessment updated.
	Freedom of Information Provision	L	<ul style="list-style-type: none"> • Council has Model Publication Scheme available on website, hard copy available from Clerk. • Freedom of Information Request Policy. 	<ul style="list-style-type: none"> • Model publication scheme is being reviewed.
	Employers Annual Return submitted to HMRC	L	Employers annual return submitted in time to HMRC in order to avoid fines.	Process in place. No action required.
	Annual Return to External Auditors	L	Figures for the Annual Return are presented to council for approval and signing, following internal audit for completion and signing before being sent to external auditor.	Process in place. No action required.
	Legal Powers	L	All actions of the Parish Council are noted in the Minutes. Resolutions for payments included in the minutes.	Process in place. No action required.
	Statutory Obligations	L	Minutes and Agendas are produced in the prescribed manner and adhere with legal requirements.	Process in place. No action required.
EVENTS				
	Damage to a third party property or individuals as a consequence of the Parish Council putting on an event.	M	<ul style="list-style-type: none"> • Health and safety risk assessments carried out for each event. • Event checklist produced covering all aspects of the event, including an emergency plan. 	<ul style="list-style-type: none"> • Risk assessment updated specific to each event. • Event checklist drafted.

			<ul style="list-style-type: none"> Insurance in place. 	
RS & CIVIC ACTIVITIES				
	Action of Council having undesired impact on other parties	L	<ul style="list-style-type: none"> Transparent procedures and processes in place to reduce likelihood in day to day services Effective project management/action planning/risk management procedures in place for all defined projects Insurance in place to cover any resulting financial losses Expert/professional input sought where appropriate Councillors are elected rather than employed therefore, pose a reputational risk to the Parish Council. Mitigation measures in place include: Non-party political culture encouraged; Register of Interests and Gifts and Hospitality recorded. 	<ul style="list-style-type: none"> No Action required Existing procedures adequate.
	Services and tasks having undesired outcomes	L	<ul style="list-style-type: none"> All ordinary services are covered by service plans, with higher risk areas having their own specific risk management plans Expert/professional input sought where appropriate 	<ul style="list-style-type: none"> No Action required Existing procedures adequate.
	Non-Registration of Disclosable Pecuniary interests leading to criminal prosecution.	L	<ul style="list-style-type: none"> Request for all members to declare any interests in business to be considered at all meetings. Registration of interests by members on prescribed form. Responsibility of individual member to 	<ul style="list-style-type: none"> No Action required Existing procedures adequate.

			<p>declare said interests.</p> <ul style="list-style-type: none"> • Links to Register of Interest forms available on Parish Website. 	
OFFICING				
	Sudden loss of staff	M	<ul style="list-style-type: none"> • Succession plan discussed. • Use of agencies/temporary staff/recruitment. 	<ul style="list-style-type: none"> • No Action required • Existing procedures adequate.
	Employer Liability	L	<ul style="list-style-type: none"> • Legal compliance with Council activities ensured through advice from staff, SLCC, NALC and solicitors when necessary. Advice recorded in the minutes 	<ul style="list-style-type: none"> • No Action required • Existing procedures adequate
	Fraud by employees	L	<ul style="list-style-type: none"> • Regular reviews of finance documents. Multiple Signatories of Bank accounts. • Online banking controls. 	<ul style="list-style-type: none"> • No Action required • Existing procedures adequate.
RECORDS MANAGEMENT				
	Loss of Essential Records through fire/flood/theft.	L	<ul style="list-style-type: none"> • Parish Council Electronic records are kept on the Clerks Laptop. • Automatic Backups of data are made at regular intervals. 	<ul style="list-style-type: none"> • Document retention being reviewed • Clerk backs laptop and retains a copy
OTHER				
	Disaster Impacting on Village	L	<ul style="list-style-type: none"> • Key individuals will make themselves available. • Common sense used to determine appropriate action. • Actively listen and monitor any communications. • Accept instructions from Rotherham 	<ul style="list-style-type: none"> • No Action required • Existing procedures adequate.

			Council Emergency Planning Team.	
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Review- May 2026

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