



Risk Management Policy – Risk Register

Approved by Holcot Parish Council

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

Risk Categories:

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

REF: **1 = Finance** **2 = Staffing** **3 = Governance** **4 = I.T.** **5 = Public, Health & Safety**

FINANCE

Ref	Area	Identified Risk	Likelihood	Impact	Risk Level	Control / Mitigation Measures	Relevant Legislation / Guidance
1	Precept	Precept not submitted	1	1	Low	• Full Council minutes • Clerk/RFO to follow up	Local Government Finance Act 1992 Accounts & Audit Regs 2015
1	Precept	Precept not paid by Unitary Council	1	5	High	• Report to Council • Liaison with West Northamptonshire Council	Local Government Finance Act 1992
1	Reserves	General Reserves too low	1	5	High	• Review General & Earmarked Reserves during budget setting	Accounts & Audit Regs 2015 Proper Practices
1	Financial Records	Records not kept up to date	1	5	High	• Clerk/RFO maintains records • Internal control checks • Internal audit	Accounts & Audit Regs 2015 Local Government Act 1972
1	Fraud	Theft of Council finances by staff	1	5	High	• No cash handling • Internal audit (NCALC) • Fidelity insurance • Two-councillor approval • Monthly reconciliation	Fraud Act 2006 Bribery Act 2010
1	VAT	VAT reclaim not submitted	1	4	Medium	• Clerk/RFO submits claims promptly	Value Added Tax Act 1994 HMRC Guidance

STAFFING

Ref	Area	Identified Risk	Likelihood	Impact	Risk Level	Control / Mitigation Measures	Relevant Legislation / Guidance
2	Clerk/RFO Absence	Long-term illness	1	5	Medium	• Locum or volunteer support via NCALC / SLCC	Employment Rights Act 1996
2	Salaries	Incorrect salary paid	1	3	Low	• Checks against minutes and bank records	Employment Rights Act 1996
2	Salaries	False employee	1	5	High	• Internal controls and verification	Fraud Act 2006
2	Salaries	Incorrect tax / NI deductions	1	1	Low	• Internal control and auditor checks	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	<ul style="list-style-type: none"> • Use of Council email encouraged • Guidance issued 	UK GDPR ICO Guidance
4	Email	Accidental disclosure of personal data by email	1	4	Medium	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Strong passwords • Awareness of phishing risks 	UK GDPR Art. 32 NCSC Guidance
4	I.T. Systems	Loss of data due to IT failure or lack of backups	1	4	Medium	<ul style="list-style-type: none"> • 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	Play equipment insurance not renewed	1	5	Medium	<ul style="list-style-type: none"> • Annual RoSPA inspection • Regular checks • Public Liability insurance 	Health & Safety at Work Act 1974 Occupiers' Liability Acts
5	Public/Volunteers	Injury to councilor's, staff, volunteers or public	3	5	High	<ul style="list-style-type: none"> • Separate volunteer risk register • Insurance • Risk assessments 	H&S at Work Act 1974 Management of H&S Regs 1999

Approved by Holcot Parish Council: <i>Signed Copy Held By Clerk/RFO</i>		
Signature of Chairman		Date: 16th February 2026
Signature of the Clerk/RFO		Date: 16th February 2026

Version	Purpose	Author	Date	Minute Ref
1	Initial	RC	16/05/2022	22/106
2	Revised	RC	15/05/2023	23/095
3	Updated	RC	18/09/2023	23/174
4	Updated	RC	17/02/2025	25/049
5	Updated	RC	16/02/2026	