

Policy Statement for Risk Assessment and Management

West Horsley Parish Council carries out an annual review of its strategic and operational risks, usually in the autumn. In assessing each risk against a maximum score of 25 it reviews those risks with an individual score of 16 or more on a monthly basis. The PC's practice to mitigate the risks as far as realistically and practically as possible and to assign specific responsibility for monitoring where this is necessary and appropriate. All events organized by the PC have a risk assessment undertaken prior to the event taking place.

This Risk Register was adopted on Tuesday, 16th November 2021 and is reviewed annually in October. This latest version was reviewed and approved by Full Council on 15 October 2024, along with the detailed Financial Risk Assessment.

	DESCRIPTION OF RISK	PROBABILITY (0 – 5)	IMPACT (0 – 5)	SCORE	MITIGATION	REVISED SCORE
1.	Agreed priorities change because the local government settlement is reduced.	4	4	16	Regular review of the economic situation & liaison with GBC/SCC Cllrs & Officers	12
2.	Annual precept from GBC is insufficient to deliver priorities and spending plans	3	3	9	Detailed budget setting exercise & calculations undertaken to set a realistic precept.	4
3.	Failure to protect assets sufficiently (e.g. Village Hall, Village Green, The Orchard).	2	4	8	Designated Task Group established meeting regularly. Asset register updated	4
4.	Absence of clear vision & objectives leading to inadequate functioning and loss of reputation.	2	4	8	Annual strategic planning session held with mid-year review of strategic & business plans to verify appropriateness. Accountability report presented at Annual Parish Meeting each April.	4
5.	Major housing developments within and surrounding the Village the impact of which necessitates joint working with neighbouring parish councils.	5	5	25	WHPC works with EHPC & OPC on implications of such planning applications including the consequences on infrastructure. Community Forums held on School Places and Local Health Services to inform residents.	12

6.	Clerk resigns	1	5	5	Recruitment of new Clerk and Deputy post enables cover and succession.	2
7.	Insufficient management of the PC's financial resources. <i>See Financial Risk Assessment</i>	2	5	10	New financial & performance management system installed April 2021. Regular audits undertaken. Finance Committee meets quarterly. Training programme for new Clerk/RFO undertaken. No adverse comments from auditors.	3
8.	Reserves become too large with the consequence that the precept is reduced with limited ability to be raised in future.	4	4	16	Robust budget-setting process in situ with clear priorities leading to specified ear-marked funds.	9
9.	Certain PC assets (tennis court, noticeboards, benches, bus shelters, Village Oak) are not adequately maintained potentially causing an accident / injury / loss.	3	4	12	Village Warden contracted to undertake regular review/ maintenance overseen by the Assets Task Group. Biennial inspection of Village Oak carried out by specialist.	4
10.	Failure to comply with regulations (e.g. activities within legal powers).	2	5	10	Clerk & Deputy attending training. Latest guidance from NALC/SALC observed. New Cllrs attending training. Internal controls strengthened.	3
11.	Village Hall roof and boiler need to be replaced presenting significant cost to the PC. Asbestos in Cedar Room walls is safe and monitored regularly.	4	4	16	Provision for replacement / repairs included in applications & schedules for S106 monies from major housing developments in the Village.	9
12.	Ill-prepared for a major incident / significant event occurring in the vicinity resulting in the PC taking action which may affect reputation.	3	4	12	Resilience / business continuity plans to be developed in conjunction with East Horsley and Ockham Parish Councils, approved & reviewed annually.	9

13.	Inadequate engagement with the Climate Change Agenda resulting in residents unaware of playing their part in reducing carbon footprint.	3	3	9	Horsleys Climate Action Network established involving two cllrs and representatives from the community. Joint initiative with EHPC, led by GBC Ward cllr. Programme of action being drawn up and reviewed regularly.	4
14.	Inadequate communications strategy in place resulting in loss of community confidence and challenge to the precept.	3	4	12	Active Communications Task Group in situ. Two newsletters produced per year, plus four e-bulletins in between. Website being modernised and update regularly, mailing list established and continues to grow. Regular postings on social media. Transfer to gov.uk being prepared.	3
15.	Inadequate oversight and support to West Horsley Youth Council.	2	4	8	Oversight by two designated Cllrs in place and in regular contact with Y/Cllrs. Safeguarding Policy approved and reviewed annually. Safeguarding training session for all councillors and clerks held September 2024.	3

Adopted: 16 November 2021
Reviewed and amended: 18 October 2022
Reviewed and amended: 17 October 2023
Reviewed and amended: 15 October 2024

Next review: October 2025