

RISK REGISTER

Policy Statement for Risk Assessment and Management

West Horsley Parish Council carries out an annual review of its strategic and operational risks annually 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 reviewed on Tuesday, 16th November 2021, 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.	4

5.	Major housing developments within and surrounding the Village the impact of which necessitates joint working with neighbouring parish councils and an increase in Cllrs.	5	5	25	WHPC works with EHPC & OPC on implications of such planning applications including the consequences on infrastructure. A business case to increase the number of P/Cllrs is to be submitted to GBC.	16
6.	Clerk resigns	2	5	10	Recent recruitment of new Clerk and establishment of a Deputy post (now recruited) enables cover and succession.	4
7.	Insufficient management of the PC's financial resources. SEE ANNEX A	2	5	10	New financial & performance management system installed April 2021. Regular audits undertaken. Finance Task Group meets regularly. Training programme for new Clerk/RFO commenced.	4
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) are not adequately maintained potentially causing an accident / injury.	3	4	12	Village Warden contracted to undertake regular review/ maintenance overseen by the Assets Task Group.	4
10.	Failure to comply with regulations (e.g. activities within legal powers).	2	5	10	New Clerk & Deputy attending training. Latest guidance from NALC/SALC observed. New Cllrs attending training. Internal controls strengthened.	3
11.	Village Hall roof needs replacement 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, approved & reviewed annually.	9

13.	Inadequate engagement with the Climate Change Agenda resulting in residents unaware of playing their part in reducing carbon footprint.	4	4	16	Specific Task Group established involving representatives from the community. Joint initiative with EHPC. Programme of action being drawn up.	9
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. 2 newsletters now produced annually, website being modernized and update regularly, mailing list established, regular postings on social media. Survey to be conducted in 2022.	6
15.	Inadequate oversight and support to newly established West Horsley Youth Council.	3	4	12	Oversight by 2 designated Cllrs in place and in regular contact with Y/Cllrs. Safeguarding Policy approved. Cllrs Advance DBS checked.	4

Adopted 16th November 2021.