

West Coker Parish Council Risk Register

Introduction

This Risk Register is designed to identify, evaluate, and manage potential risks associated with the activities of the West Coker Parish Council (WCPC), including the risk of loss of key personnel such as councillors, the Parish Clerk, or the Responsible Financial Officer (RFO).

Risk Categories and Matrix

Risks are categorized based on their impact and likelihood, using the following matrix:

Likelihood\Impact	Minor	Moderate	Major
Unlikely	Low	Low	Medium
Possible	Low	Medium	High
Likely	Medium	High	High

Risk Register

1. Governance and Leadership

Risk Description	Likelihood	Impact	Risk Rating	Mitigation Measures	Responsible Party	Reduced Risk Rating
Loss of Councillor(s)	Possible	Moderate	Medium	Maintain a list of potential candidates, provide training for new councillors, encourage community engagement to fill vacancies promptly.	Parish Council	Low
Loss of Parish Clerk	Possible	Major	High	Develop a succession plan, cross-train staff, maintain updated job descriptions, and consider interim arrangements.	Parish Council	Medium

Loss of Responsible Financial Officer (RFO)	Possible	Major	High	Cross-train staff in financial management, maintain updated financial procedures and records, engage temporary support if needed.	Parish Clerk	Medium
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2. Financial Management

Risk Description	Likelihood	Impact	Risk Rating	Mitigation Measures	Responsible Party	Reduced Risk Rating
Financial mismanagement	Unlikely	Major	Medium	Implement strong internal controls, conduct regular audits, segregate duties, provide financial training for councillors and staff.	RFO, Parish Clerk	Low
Fraud or embezzlement	Possible	Major	High	Conduct regular financial audits, implement fraud prevention policies, monitor transactions, establish whistleblower policies.	Parish Council	Medium
Loss of financial records	Unlikely	Major	Medium	Regularly back up financial records, store records securely, use cloud-based accounting software.	RFO	Low

3. Health and Safety

Risk Description	Likelihood	Impact	Risk Rating	Mitigation Measures	Responsible Party	Reduced Risk Rating
Accidents or injuries during council activities	Possible	Moderate	Medium	Conduct regular health and safety audits, provide training for staff and volunteers, ensure compliance with health and safety regulations, maintain first aid kits.	Parish Clerk	Low
Public liability claims	Possible	Major	High	Maintain adequate insurance coverage, ensure public spaces are safe, conduct risk assessments for public events, respond promptly to hazards.	Parish Clerk	Medium

4. Operational Continuity

Risk Description	Likelihood	Impact	Risk Rating	Mitigation Measures	Responsible Party	Reduced Risk Rating
Disruption of council meetings	Possible	Moderate	Medium	Develop contingency plans for alternative meeting locations or virtual meetings, ensure proper IT infrastructure is in place for remote meetings.	Parish Clerk	Low
Loss or damage to council property	Possible	Moderate	Medium	Conduct regular maintenance, maintain adequate insurance, implement security measures.	Parish Clerk	Low
IT system failure	Possible	Major	High	Regularly back up data, maintain up-to-date IT security measures, have IT support on standby.	Parish Clerk	Medium

5. Environmental Risks

Risk Description	Likelihood	Impact	Risk Rating	Mitigation Measures	Responsible Party	Reduced Risk Rating
Environmental damage due to council activities	Possible	Moderate	Medium	Conduct environmental impact assessments, implement sustainable practices, educate staff and community on environmental responsibility.	Parish Council	Low
Natural disasters (e.g., flooding)	Possible	Major	High	Develop emergency response plans, collaborate with local authorities on disaster preparedness, maintain adequate insurance coverage.	Parish Council	Medium

6. Community Engagement

Risk Description	Likelihood	Impact	Risk Rating	Mitigation Measures	Responsible Party	Reduced Risk Rating
Low community engagement	Possible	Moderate	Medium	Develop and implement a community engagement strategy, use multiple communication channels, organize community events, gather feedback from residents.	Parish Council	Low

Reputational damage	Possible	Major	High	Ensure transparency in council activities, address community concerns promptly, maintain good public relations, have a crisis communication plan in place.	Parish Council	Medium
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7. Events Management

Risk Description	Likelihood	Impact	Risk Rating	Mitigation Measures	Responsible Party	Reduced Risk Rating
Inadequate planning for events	Possible	Major	High	Develop a detailed event planning checklist, assign specific roles and responsibilities, ensure proper licensing and permits, conduct pre-event risk assessments.	Event Coordinator	Medium
Health and safety incidents at events	Possible	Major	High	Conduct thorough risk assessments, provide safety briefings to staff and volunteers, have first aid provisions on site, ensure compliance with health and safety regulations.	Event Coordinator	Medium
Poor attendance at events	Possible	Moderate	Medium	Implement effective marketing and promotion strategies, engage with the community early, ensure events are well-publicized through various channels.	Event Coordinator	Low
Financial loss from events	Possible	Major	High	Set realistic budgets, monitor expenditure closely, secure sponsorships or grants, consider insurance for event cancellation or liability.	RFO, Event Coordinator	Medium
Adverse weather affecting outdoor events	Possible	Major	High	Have contingency plans for adverse weather, including alternative indoor venues or rescheduling options, monitor weather forecasts closely.	Event Coordinator	Medium

Monitoring and Review

The Risk Register will be reviewed quarterly by the Parish Council and updated as necessary to reflect new risks or changes in risk levels. The Parish Clerk will ensure that mitigation measures are implemented and report on the status of risk management activities.

Approval

This Risk Register was approved by the West Coker Parish Council on 6th June 2024 and will be reviewed and updated annually or as needed.

Signatories:

Chair, West Coker Parish Council

Parish Clerk, West Coker Parish Council

Date

By maintaining this Risk Register, the West Coker Parish Council aims to proactively manage risks, ensuring the safety, continuity, and effective governance of council activities.