

Bradfield Parish Council

Risk Assessment

Key to Result Column: **A** – Adequately controlled risk; **T** – Trivial risk; **N** – Not adequately controlled risk; **U** – Unable to determine (more information needed).

No	Item	Hazard	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measure/Action	Result
Council Administration								
1	Failure to attract sufficient candidates for vacancies or elections	Reduced parish representation. Possible meeting inquorate	Councillors	2	2	4	Actively publicise activities of the Council to encourage interaction with parishioners. Advertise elections and vacancies on noticeboards, website and in the monthly editions of NewsLink.	A
2	Loss of services of Parish Clerk	Interruption to effective administration	Councillors Clerk	2	2	4	Seek locum clerk/RFO to assist until a replacement can be found. Email forwarded to the Chair. Advertise position on website, and NALC.	A
3	Lack of professional advice	Poor decisions Costs and waste Possible non-compliance	Clerk	2	2	4	Maintain membership of BALC/NALC and SLCC. Clerk to attend training where necessary.	A
4	Lack of public consultation by Council	Decisions not based on evidence Parishioners disenfranchised	Councillors	1	2	2	Ensure meetings publicised on website and noticeboards. Advertise Annual Parish Assembly in as many places as possible. Include “public session” for all meetings.	T

							Provide advice to the public attending on what to expect and how the meeting is run. Publish agendas and minutes on the website.	
5	Failure to correctly identify local needs or wishes	Council does not represent the people Resources not applied Democratic deficit	Councillors	1	3	3	Maintain close contact with local residents. Advertise Parish Meetings to obtain residents' feedback. Use events to seek views and feedback.	A
6	Lack of defined objectives or strategy	Resources not directed. Poor performance	Councillors	1	2	2	Council to produce a 3 year plan.	A
7	Incomplete or inaccurate register of Members Interests	Lack of transparency Open to complaints on grounds of bias.	Councillors	1	2	2	New members asked to complete interests and subsequently review interests on an annual basis. Members reminded at all meetings of potential need to update register.	A
8	Councillors acting alone outside meetings	Councillors outside compliance Indemnities invalid Personal risk	Councillors	2	2	4	Councillors given a copy of the "Good Councillor Guide". Councillors to avoid making commitments on behalf of the council and to attend relevant training.	A
9	Failure to recognise and address conflict of interests	Lack of transparency Open to complaints of fairness or bias	Councillors Clerk	1	2	2	Clerk to ensure standards are followed and reviewed regularly to check understanding.	A
10	Allegations of libel or slander	Potential for litigation. Costs of investigation. Reduces confidence.	Councillors	1	3	3	Clerk to intervene at meetings and review all press releases/newsletter articles before release. Adequate Insurance Cover.	A
11	Bad publicity	Reduces confidence.	Councillors Clerk	1	3	3	Review of press releases/newsletter articles before release.	A

12	Council decisions not implemented	Confidence undermined. Reputation risk arises Possible losses	Clerk	1	4	4	Clerk to publish draft minutes on website as soon as possible after the meeting. Draft minutes to be approved at next meeting.	A
13	Lack of public participation at meetings	Public voice not heard Potential lack of interest in vacancies Lack of transparency	Councillors	1	2	2	Clerk to ensure meetings publicised on notice boards and placed on parish council website. Include public participation on agendas. Ensure seating available for any public attending. Publish minutes on website.	A
14	Advertising of meetings	Poor reputation Loss of confidence	Clerk Council Parishioners	1	1	1	Clerk to publicise the meeting dates for the year. Agendas to be posted on website and noticeboards at least three clear days in advance.	A
15	Inaccurate, untimely, improper minutes	Poor decisions in future. Poor evidence for decisions	Clerk Chair	1	4	4	Clerk to send draft minutes to all councillors for inspection within 10 working days of meeting. Draft minutes to be made public and replaced with approved minutes.	A
16	Failure to achieve quorum at meetings.	Business not transacted Decisions not made	Council Clerk	1	4	4	Clerk to issue annual meeting calendar to all councillors. Clerk to issue agendas at least three clear days prior to meetings. If sufficient apologies are received, request confirmation of planned attendance.	A
17	Loss of data on PC due to system fault	Interruption to effective administration Possible financial losses	Clerk	1	4	4	All data is held on Microsoft OneDrive.	A
18	GDPR	Data breach	Clerk Councillors	1	3	3	Registered with Information Commissioners Office	A

			Members of the public				Councillors encouraged to have BPC specific email addresses. Use of blind "To" and "Cc" as appropriate. Staff/Councillor and General Privacy Notice.	
Finance								
19	Improper contracting procedures	Possible losses Poor levels of service Possible increase in costs	Clerk RFO	1	4	4	Clerk/RFO to ensure latest Financial Regulations and Standing Orders are adopted. Clerk/RFO is adequately trained.	A
20	Banking	Misappropriation of Council funds Financial Loss	Public Service	1	2	2	All Banking Arrangements and changes to banking services approved by the council and recorded in the minutes. All invoices paid by cheque and signed by two councillors at Council meetings, unless a deadline will be missed. Two councillors to sign each cheque and Cheque stub. Monthly reconciliation of Parish Accounts to be emailed to all councillors. Annual scrutiny of all Financial Records by a RFO & internal auditor. External Audit must be completed and AGAR published on website and noticeboards annually. All changes to banking instructions and mandate to be in writing with a hard copy kept permanently on file.	A
21	Inadequate insurance	Balance of costs to be found	RFO Clerk	1	4	4	Council to review annually or if circumstances change.	A

22	Failure to complete/ submit precept request on time	Inadequate resources to meet commitments Cost of re-billing	RFO Clerk	1	4	4	RFO/Clerk to respond to WBC notices. Add to full council meeting agenda when budget approved.	A
23	Inadequate precept request and unsound budget	Inadequate resources to meet commitments	Council RFO Clerk	1	4	4	RFO, Clerk and Council to produce sound budget using risk register and known commitments. Council to consider reserves as per the Financial Regulations	A
24	Income – ensuring that all requirements are met under custom and excise regulations	Unable to fulfil responsibilities	Public Service	1	2	2	Ensure Council understands and complies with current VAT legislation.	A
25	Orders for work, goods and services. Monitoring of performances against agreed standards under partnership agreements	Unable to fulfil responsibilities	Public Service	1	2	2	Reviewed at internal audit.	A
26	Failure to account for and recover VAT	Wasted resources	Clerk	1	3	3	Clerk to review. Internal auditor to check.	A
27	Failure to stay within agreed budget	Inadequate control Potential wasted resources	Council RFO Clerk	1	2	2	Clerk to review the budget quarterly to ensure it is on track, monitor reserves and mitigate impact of loss.	A
28	Holding excessive or inadequate reserves	Auditor's report Poor use of resources Inability to meet commitments	Council	2	3	6	Clerk / RFO to monitor reserves as part of budgeting. Council to review size of reserves on an annual basis.	A
29	Fraud by Clerk/RFO	Reputation Costs Litigation	Clerk RFO	1	4	4	Adequate internal audit, regular reporting to Councillors, control systems in place to monitor expenditure.	A

30	Fraud by Councillors	Reputation Costs Litigation	Clerk RFO	1	4	4	Adequate internal audit, regular reporting to Councillors, control systems in place to monitor expenditure.	A
31	Inadequate awareness of relevant legislation	Failure to comply	Councillors Clerk	2	3	6	Maintain membership of BALC/NALC. Clerk to maintain membership of SLCC and to undertake training.	A
32	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Councillors Clerk	2	3	6	Maintain membership of BALC/NALC. Clerk to maintain membership of SLCC and undertake training. Work with internal and external auditors.	A
33	Failure to maintain fixed asset register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review Asset register on an annual basis. Internal audit to review.	A
34	Improper financial records	Potential for wasted resources	Clerk	1	2	2	Internal audit to review.	A
35	HMRC requirements not met	Costs Litigation	Clerk	1	3	3	Clerk to liaise as necessary.	A
Audit								
36	Failure to comply with deadlines for accounts and returns.	Poor auditor's report Reduction in confidence.	Clerk	1	3	3	Clerk to liaise with internal and external auditors as necessary.	A
37	Failure to complete/submit Annual Return on time	Poor Auditors report Public confidence suffers	Clerk	1	3	3	Clerk to maintain diary and work with internal and external auditors.	A
39	Failure to respond to electors wishing to exercise rights of inspection	Complaints received Not transparent Non-compliance	Clerk	1	2	2	Clerk to advertise inspections on website and noticeboards and respond to requests.	A
Planning								
40	Planning Observations	Not getting comments to WBC in time	Parishioners	1	2	2	Planning applications considered at full council meetings (1 st Tuesday of the month).	A

							Ensure agenda is widely published to allow all parishioners to attend. Ensure comments are returned before the deadline.	
Assets								
41	Laptop	Cost of replacement Repair costs Accidental damage	Clerk Councillors Parishioners	4	4	16	Backup service in place. No unauthorised use permitted. Contingency in reserve fund for replacement. Covered by insurance.	A
42	Provision of dog waste bins (x7)	Fly-tipping Local eyesore Attracting unwanted wildlife Not being emptied in a timely fashion	Clerk	1	3	3	Ensure adequate bins are placed strategically around the parish, check on emptying schedule annually with Tactical Facilities Management Ltd and Triangle Management Co. Ltd and pay invoices.	A
43	Defibrillators (x2)	Pads or battery out of date Lack of phone signal to get access code Vandalism Theft	Members of the public	10	1	10	Defibrillators checked monthly. Adequate insurance in place. Defibrillators registered with The Circuit (database managed by Southern Counties Ambulance Service SCAS).	A
44	Grit bins (x7)	Impact damage Vandalism Cost of repair/replacement	Pedestrians Motorists	4	2	8	Repair/replacement costs. Budget includes a rolling replacement schedule. Public liability insurance.	T
45	Notice boards (x4)	Vandalism Impact damage	Pedestrians	4	1	4	Public liability insurance. Repair/replacement costs. Contingency provision in reserve funds.	T
46	Outdoor seating (3 x benches and 2 x picnic benches)	Vandalism Theft Cost of replacement	Parishioners and visitors to the parish	2	3	6	Public liability insurance. Benches are recycled plastic and very heavy.	T

							Benches located in locations without vehicle access and pedestrian access is physically restricted by kissing gates chicane barriers or similar. Contingency provision in reserve funds.	
47	War Memorial	Vandalism Impact damage Cost of repair Cost of replacement	Parishioners and visitors to the parish Motorists	3	2	6	Public liability insurance. Structural insurance.	A

Risk Assessment carried out by:

Signature:

Position: Clerk & RFO Date: June 2025

Risk Assessment Validated by all members of Bradfield Parish Council at a meeting dated 4th June 2025.

Signature:

Position: Chairman

Date for next review: May 2026

Risk Assessment Scoring Matrix on next page.

Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1
Score	Priority	Action				
1 – 16	LOW	Action is required to reduce the risk, although low priority				
17 – 36	MEDIUM	Action is required to control. Interim measures may be necessary in the short term.				
37 - 100	HIGH	Action required urgently to control risks. The risk is unacceptable.				