

Annex A – Dartmoor Forest Parish Council Risk Register

STRATEGIC RISKS

No	Date Raised	Risk Description	Owner	Mitigating Actions	Residual Probability L(1)/M(2)/H(3)	Residual Consequence L(1)/M(2)/H(3)	Risk Score PxC	Review Date
S1	22 June 2021	Failure to implement culture of risk management	Chair	Periodic review of risk register – scheduled on meeting diary Consider risks all new projects Consider risks all new workstreams	M	M	4	Mar 2022
S2	22 June 2021	Damage/injury to third party property or people	Chair	Hold third party liability insurance. Insure with large stable company. Proceduralise regular activities that might cause third party harm. Require contractors to carry appropriate third party liability insurance.	L	M	2	June 2022
S3	22 June 2021	Incapacity/absence of the Clerk	Chair	Maintain competent Councillor(s) to take on unpaid role of Clerk as necessary Locum Clerks can be expensive and may be unavailable for our remote parish	M	L	2	Mar 2022
S4	22 June 2021	Councillor conflict of interests not declared		All Councillors review Code of Conduct, Standing Orders & Financial Regulations annually All to attend “Being a Good Councillor” Call for updates at each meeting Register of interests made public	L	M	2	June 2022

COMPLIANCE RISKS

No	Date Raised	Risk Description	Owner	Mitigating Actions	Residual Probability L(1)/M(2)/H(3)	Residual Consequence L(1)/M(2)/H(3)	Risk Score PxC	Review Date
C1	22 June 2021	Clerk has insufficient knowledge to give optimal advice to Council	Chair	Clerk to attend DALC Clerk Essentials modules 1, 2 & 3 (£90), Budgeting for Clerks (£30), and Year End Accounts & Audits (£30) courses within 3 months of appointment or as soon as practicable. Maintain DALC & SLCC membership. Clerk to be offered CiLCA training.	M	M	4	Mar 2022
C2	22 June 2021	Failure to implement new or revised legislation or policy	Chair	Clerk & Chair to monitor DALC and NALC briefings and changes to guidance. Procedures to be reviewed 12 monthly against latest standards.	L	M	2	June 2022
C3	22 June 2021	Personal/commercial data released inadvertently	Clerk	Register with Information Commissioner. Ensure compliance with GDPR and CCTV Data Protection Impact Assessment. Only share privileged data with councillors in controlled manner.	L	M	2	June 2022

FINANCIAL RISKS

No	Date Raised	Risk Description	Owner	Mitigating Actions	Residual Probability L(1)/M(2)/H(3)	Residual Consequence L(1)/M(2)/H(3)	Risk Score PxC	Review Date
F1	22 June 2021	Fraud & Corruption	Finance Sub-Committee	Ensure compliance with Finance Regulations and procedures. Maintain up to date register of interests Use independent payroll officer	L	H	3	June 2022
F2	22 June 2021	Spend beyond budget	Clerk	Provide forecast of outturn monthly Report spend against budget provision monthly Maintain general reserve 50-80%precept Maintain allocated reserves for reasonably foreseeable financial risks	M	M	4	Mar 2022
F3	22 June 2021	Loss of expected income	Clerk	Maintain general reserve 50-80% of precept Council to agree reasonable bids for third party contracts	M	M	4	Mar 2022

OPERATING RISKS

No	Date Raised	Risk Description	Owner	Mitigating Actions	Residual Probability L(1)/M(2)/H(3)	Residual Consequence L(1)/M(2)/H(3)	Risk Score PxC	Review Date
O1	22 June 2021	Excessive Clerk workload prevents timely council outputs	Chair	Give Clerk clear prioritisation. Absorb additional workload from projects into sub-group tasking to be done by Councillors. Re-programme outputs to match Clerk's workload. Include costs of agreed Clerk overtime in project fundraising budgets/targets	M	M	4	Mar 2022
O2	22 June 2021	Failure to process planning applications by consultation end date	Clerk	Seek consultation period extension if possible. Call extraordinary meeting if required.	L	L	1	June 2022
O3	22 June 2021	Princetown skatepark project may be too large/expensive for council to deliver	Sub-Group	Research lower cost options Research realistic grant opportunities Monitor community interest/priorities Review meeting planned January 2022	M	M	4	Mar 2022