



EAST HANNINGFIELD PARISH COUNCIL

Clerk and Responsible Financial Officer: Miss Lucy White, CiLCA, BA(Hons)

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🌐 www.easthanningfield-pc.gov.uk



RISK REGISTER

Reviewed and Re-Adopted: May 2026

Next Review: May 2027

This Risk Register should be read in conjunction with the Council's Risk Assessment Policy.

Risk Scoring Matrix

Score Risk Level

1–4 Low

5–8 Medium

9–12 High

13–16 Critical

Risk Score = Likelihood × Impact

Likelihood Score

Rare 1

Unlikely 2

Possible 3

Likely 4

Impact Score

Minor 1

Moderate 2

Major 3

Critical 4

Corporate, Governance and Financial Risks

Risk Area	Controls in Place	Likelihood	Impact	Score	Risk Level
Business Continuity	Reserves maintained; insurance cover in place; delegation arrangements established	2	4	8	Medium

Risk Area	Controls in Place	Likelihood	Impact	Score	Risk Level
Loss of Clerk/RFO Access or Passwords	Secure password storage; procedural handbook maintained; multiple banking signatories	2	4	8	Medium
Governance Compliance	Standing Orders and Financial Regulations reviewed annually; Clerk holds CiLCA qualification; training undertaken where appropriate	2	4	8	Medium
Financial Records Failure	Financial Regulations adopted; internal and external audit arrangements in place	2	4	8	Medium
Bookkeeping Errors	Monthly bank reconciliations; quarterly budget monitoring; audit review	3	3	9	High
Purchasing Overspend	Expenditure approved in accordance with Financial Regulations and budget monitoring	3	3	9	High
Precept Failure	Budget timetable and approval process monitored by Full Council	2	4	8	Medium
VAT Errors	VAT claims reviewed and submitted periodically	2	3	6	Medium
Budget Overspend	Quarterly financial reporting to Council	3	3	9	High
Online Banking Risk	Dual authorisation and segregation of duties in place	2	4	8	Medium
Payroll Errors	External payroll provider used; payroll reviewed regularly	2	4	8	Medium
Insurance Under-Coverage	Annual review of insurance and asset register undertaken	2	4	8	Medium
Fidelity and Fraud	Fidelity Guarantee insurance and internal controls maintained	2	4	8	Medium
Asset Loss or Damage	Asset Register reviewed annually; insurance cover maintained	2	2	4	Low
Reputational Damage	Code of Conduct and Council policies adopted and monitored	2	3	6	Medium

IT, Data and Information Risks

Risk Area	Controls in Place	Likelihood	Impact	Score	Risk Level
Data Protection Breach	GDPR policies adopted; ICO registration maintained; staff and Members use .gov.uk email accounts	3	3	9	High
IT / Cyber Security	Supported operating systems required; antivirus and firewall protection maintained; password controls in place	3	4	12	High
Loss of Electronic Records	Cloud backup systems maintained; secure storage arrangements in place	2	4	8	Medium

Risk Area	Controls in Place	Likelihood Impact Score			Risk Level
Loss of Paper Records	Secure storage used; historic records archived appropriately	2	3	6	Medium
Freedom of Information Compliance	Clerk monitors and manages requests in accordance with legislation	2	3	6	Medium

Operational and Health & Safety Risks

Risk Area	Controls in Place	Likelihood Impact Score			Risk Level
Meeting Venue Health & Safety	Suitable venues used with appropriate access and facilities	3	4	12	High
Trees and Vegetation	Tree inspections undertaken periodically; maintenance arranged as required	3	3	9	High
Play Area Safety	Monthly visual inspections and annual independent inspections undertaken	3	4	12	High
Contractor Risk	Contractors required to hold insurance and undertake their own risk assessments	2	3	6	Medium
Site Visits	Members advised to follow site safety requirements and wear appropriate PPE where required	2	3	6	Medium
Lone Working	Lone working arrangements in place for Clerk; public meetings held in suitable venues	2	3	6	Medium
Display Screen Equipment (DSE)	DSE assessment undertaken and appropriate equipment used	2	2	4	Low
General Health & Safety	Annual review of risk assessments and insurance arrangements	2	4	8	Medium