



GENERAL RISK MANAGEMENT SCHEME

1. Introduction

This document sets out the risks identified for Brightwell-cum-Sotwell Parish Council, including mitigations and scores relating the severity of impact and likelihood of the risk occurring.

2. Risk Identification

Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
Loss or damage of physical council assets	Loss of village amenity	Identify mechanisms by which loss could occur: fire, theft, damage / vandalism. Assets are fully insured with bespoke insurance suitable for Parish Councils and all insurances are re-assessed annually on receipt of insurance policy renewal. Assets are recorded as per the approved Asset Register. Note: streetlamps and other street furniture are not covered for accidental damage, only public liability issues.	Medium	Medium	Medium
Council sued for either public liability or employer liability issue	Reputational risk. Personal liability.	Adequately covered by £10M public and £10M employer's liability. Excess is held in reserve.	Low	Medium	Low
Loss due to fraud, theft, or dishonesty of employee	Legal action. Loss of assets. Potential insolvency.	£500,000 fidelity guarantee. No petty cash kept. Cash receipts policy in place.	Low	High	Medium



Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
Risk of consequential loss of income or the need to provide essential services following critical damage by a third party.	Insufficient funds to meet requirements. Current funding sources: precept, burial ground, renting property / sports teams, grants, CIL, bank interest.	Any agency agreements held with Oxfordshire County Council and South Oxfordshire District Council would be dealt with on an annual basis. Performance against contracts with grounds maintenance companies would be regularly checked and contracts re-tendered every three years if active. Banking arrangements are strictly managed. No borrowing or lending applies at this time. Budget signed off annually.	Low	Medium	Medium
Grants to be paid back to grant body	Potential for insolvency	Recognise specific grant procedures when applied for. Ensure all procedures are followed. At least 33% of precept to be kept in reserve – council currently building up reserve levels.	Low	Low	Low
Data Protection Breach	Potential legal action	The Parish Council would appoint a Data Protection Officer (GDPR-info Ltd) to handle any breach of personal data. The Clerk is the Data Processing Officer. The Parish Council has published a Privacy Policy and is compliant with GDPR legislation of May 2018. Risk of data breach is considered low.	Low	Medium	Medium



Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
Failure of council to meet statutory duties.	Vote of no confidence	Training provided for councillors and clerk. Access to the “Yellow Book” Charles Arnold Baker on Local Council Administration, membership of training and advisory bodies. Standing orders to be communicated to all new councillors and reviewed in line with policy. Council minutes and documents audited.	Low	Low	Low
Minutes are recorded incorrectly	Incorrect actions taken.	All decisions recorded within the minutes by the Clerk and approved by councillors by the following meeting who have an opportunity to comment prior to sign off. Minutes and agendas are produced in the prescribed method and adhere to legal requirements.	Low	Low	Low
Minutes - Noncompliance with statutory requirements	Not meeting the council's statutory requirements	Minutes are approved and signed at the next meeting unless there is a resolution made to defer approval until the following meeting. Minutes and agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairman according to Standing Orders.	Low	Low	Low
Councillor or staff bringing the council into disrepute	Loss of reputation.	Councillors receive training on the Code of Conduct. A professional approach is undertaken on all Parish Council matters.	Low	Medium	Medium



Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
Breach of confidentiality	Prosecution under Data Protection Act / GDPR	Review of personal data held carried out periodically. Training where necessary. The council complies with current Freedom of Information legislation and the Data Protection Act by following the guidelines issued.	Low	Medium	Medium
Financial management error	Potential for prosecution for fraud	See Financial Risk Assessment.	Low	Medium	Medium
Fly tipping	Public nuisance and cost of remediation	None. When identified, appropriate organisations notified immediately via FixMyStreet.	Low	Low	Low
Breach of duty with respect to disabled individuals	Prosecution under the Disabled Discrimination Act	The council has an Equal Opportunities Policy.	Low	Medium	Medium
Risk of budget overrun	Council becomes insolvent	See Financial Risk Assessment.	Low	Medium	Medium
Website is hacked / misused	Poor public perception. Potential for libel.	Website routinely monitored / maintained and backed up.	Low	Medium	Medium
Damage to third parties from potholes on the access roads owned by the council	Potential legal action	The Parish Council to hold public liability insurance. Inspections to be held annually and status reported to Parish Council. Potholes to be filled on an ad hoc basis.	Low	Low	Low



Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
Injury from slips and falls on PC owned land	Potential legal action	Keep grit bins filled during cold weather. Reminder to be published annually asking residents to spread salt when needed. Annual monitoring in September.	Low	Medium	Medium
Injury / damage from falling trees / limbs	Potential legal action	Survey and take action as recommended. Survey to be carried out every 2 years.	Low	Low	Low
Flooding / damage from flooding and associated health hazard caused by blocked drains	Potential legal action. Damage to resident's property.	OCC Highways in charge of drains; notify as and when required.	Low	Low	Low
Injury / infection from dog waste.	Potential legal action. Poor public perception of council.	Dog waste bins installed at strategic locations. Notices to remind dog owners to clear up mess and dispose of responsibly.	Low	Medium	Medium
Injury from defective street furniture	Potential legal action	Periodic checks to street furniture including benches, bins and fences.	Low	Medium	Medium
Injury from defective playground equipment	Potential legal action. Poor public perception of council.	Regular inspections and maintenance of equipment; remove or repair defective equipment immediately. Weekly inspections recorded on hard copies, one per playground, listing every piece of equipment and its condition, filed and kept for 21 years.	Low	High	Medium



Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
Business Continuity: Loss of council records / documents	Council would be unable to function fully. This would require significant effort to restore position.	IT systems backed up weekly as a minimum. Records kept in secure cloud and backed up regularly. Anti-virus software kept up to date. Chairman holds sealed envelope with key passwords to enable access to system in the event the clerk is incapacitated. The burial register is complete and accurate and is kept up to date using dedicated Scribe software. Master copies of all Full Council minutes are stored in a locked safe or cabinets. Minutes since February 2016 are stored on the website server, held remote from the council office. Electronic copies are backed up regularly. Minutes are periodically sent to County Archives. All deeds of land owned or controlled by the council, and all leases, are stored in a fire-proof safe. Members' declarations of interest are filed and updated when necessary and adoption of codes is dealt with as a matter of course.	Low	High	Medium
Employment tribunal claim raised	Financial impact, loss of reputation.	Employees must sign a legally binding employment contract based on the provided NALC template, accompanied by the Employee Handbook. When required, HR advice sought from appropriate external organisation.	Low	Medium	Medium



Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
Threats or acts of aggression from members of the public	Threats or acts of aggression from members of the public	Train staff in conflict resolution; have a clear reporting system for incidents; avoid lone working during open office hours.	Medium	Medium	Medium
Councillors vote on matters they have an interest in.	Incorrect procedure followed. Potential for decisions to be questioned. Loss of reputation.	A register of interests is held by SODC, as provided by individual councillors and signed. All councillors are reminded of the requirement to declare interests and ask for any dispensations at the start of every meeting.	Low	Medium	Medium
Damage or injury caused by electronic malfunction	Death / fire / loss of property	PAT testing of PC assets carried out.	Low	High	Medium



3. Other Risks

Any other risks identified will be added to this document and graded for impact and likelihood at the earliest opportunity.

Risks relating to financial matters are managed by the following

- Financial Regulations
- Financial Risk Assessment
- Reserves Policy
- Statement of Internal Controls

4. Risk Monitoring:

All identified risks are regularly monitored and updated based on the ongoing review process.

5. Training & Awareness:

Council staff, volunteers, and contractors receive appropriate training on the identified risks and control measures.

6. Likelihood and Impact Scoring Scale

RISK
High
Medium
Low

7. Emergency Procedures



- Fire Safety Procedures: Ensure clear evacuation routes and assembly points are marked.
- Accident Reporting: All accidents must be reported immediately to the Parish Clerk
- First Aid: Ensure that a sufficient number of trained first aiders are available at council-run events and activities.

8. Review

This document was approved for use at the meeting of the Parish Council on 14th April 2025, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated:

James Davies Chair