

HALTON PARISH COUNCIL RISK ASSESSMENT

REF ID	RISK	RISK CATEGORY	RISK OWNER	Pre mitigation rating (see risk matrix)			RISK RESPONSE	RESPONSE OWNER	MITIGATION MEASURES / ACTION	Post Mitigation rating (see risk matrix)			RISK REVIEW STATUS	Review Date	Notes
				LIKELIHOOD 1 - 5	IMPACT 1 - 5	PI SCORE Prob x				LIKELIHOOD 1 - 5	IMPACT 1 - 5	PI SCORE Prob x			
HPC R1	Extreme weather	Environmental & External Risk	HPC	4	3	12	Mitigate	BC	The Parish Council maintains Grit Boxes at strategic points around the village. They are reviewed every September to ensure that they have sufficient grit and are in good order. Residents can use them to apply grit to pavements. Flooding does sometimes occur in the village hall carpark, this has been reported and mitigation measures are not yet in place. Develop and regularly update emergency response plans. Coordinate with local emergency services and agencies. Provide training for council members and staff on emergency procedures.	3	3	9	Awaiting response from BC	Jun-24	
HPC R2	Low Light Conditions	Environmental & External Risk	HPC	3	3	9	MITIGATE	HPC	Additional illumination should be correctly employed to illuminate the areas to see and avoid. Street furniture and unserviceable lighting features as a standing agenda item for council meetings and the Clerk maintains a database of works updated monthly. Emergency lighting in the village hall is tested bi-annually. Develop and regularly update emergency response plans. Coordinate with local emergency services and agencies. Provide training for council members and staff on emergency procedures.	2	2	4	Existing procedures are adequate	May-25	
HPC R10	Loss of Grants	Financial	HPC	3	4	12	MITIGATE	RFO	The Clerk shall follow Grant Policy to record applications against the budget on SCRIBE for progression and reporting at HPC Meetings. Unpaid grants feature on SCRIBE to facilitate future applications and provide an auditable record.	1	4	4	Existing procedures are adequate	May-25	
HPC R11	Reduced Hire Activity	Financial	HPC	3	3	9	MITIGATE	RFO	Assets available for hire are maintained by the Clerk in a viable condition and advertised by the Fin Ctee who decide the rateable value against their deterioration annually. Income is monitored on AGAR and reported as a routine agenda item	1	3	3	Existing procedures are adequate	May-25	
HPC R12	Unmonitored Fraudulent activity	Financial	HPC	3	2	6	MITIGATE	RFO	Losses due to unauthorised access to council funds are monitored during Clerk working hours, any fraudulent activity is investigated by the bank and reimbursed by Fidelity Guarantee Insurance.	1	2	2	Existing procedures are adequate	May-25	
HPC R13	Theft of cash	Financial	HPC	2	3	6	MITIGATE	RFO	No Cash Float is held. Funds from community events are banked within 3 working days. Deposits are logged onto Scribe Finance system	1	3	3	Existing procedures are adequate	May-25	
HPC R14	Inadequate Control of Finances including misuse of debit cards and Uncontrolled Fixed Costs	Financial	HPC	2	4	8	MITIGATE	HPC	HPC Chair, Fin Ctee Chair and the Parish Clerk hold banking mandates including limits for use of debit card. Bank statements are reconciled monthly on AGAR, which reports to the Finance Ctee for scrutiny. Spending activity is monitored by the Clerk using AGAR and impropriety reported immediately to the Fin Ctee Chair for action. The Finance Ctee appoints all employees and payment rates are determined by them annually. Payment is arranged by the Clerk to include statutory and voluntary deductions in accordance with HMRC regulations and paid by BACS recorded monthly on AGAR Payroll is calculated on times sheets. An external company is employed to carry out payroll monthly.	1	4	4	Existing procedures are adequate	May-25	
HPC R15	Loss of Rentable Assets, Non-Rentable and Consumables	Financial	HPC	2	4	8	MITIGATE	RFO	The Council maintains a Register of Assets which is reviewed annually as a Finance Ctee standing agenda item. The Finance Ctee evaluates HPC's holdings, their ongoing insurance requirements according to; the value of the asset, the continued safety of its use and the needs of the parishioners. Before additional assets are taken-on, their feasibility shall be determined by the Finance Ctee. The preservation of street furniture assets shall be assured by similar Fin Ctee consideration and regular review by the Clerk, maintenance is conducted by an approved contractor having responsibility for specific RA, Electrical Safety, Hot Works, working at height and COSHH.	1	4	4	Existing procedures are adequate	May-25	
HPC R19	Lack of Best-Value Accountability	Financial	HPC	2	2	4	MITIGATE	HPC	The Council determine which best-buys to make after proper consideration of proposals in Ctee. Overspending on services is maintained ALARP by routine checks by the Clerk according to comparative data. Contractors are awarded contracts after consideration of a minimum of 2 separate quotations and satisfactory production of public liability insurance. Spending on elections is provided by budgetary approval from the Council based on costs advised by Bucks Council.	1	2	2	Existing procedures are adequate	May-25	
HPC R20	Reporting & Auditing; insufficient Information, Compliance, Inadequate Records	Financial	HPC	2	3	6	MITIGATE	HPC	The Clerk checks that goods have been received prior to preparing invoices for payment. Prior to each Council meeting invoices are checked by the Clerk. A payments schedule is circulated to Chair of finance committee and Council and any Councillor can query an invoice with the Clerk. If satisfactory, the payment schedule is approved at a Council meeting. The Clerk and the Chair of the Finance committee check financial reconciliation reports monthly.	1	3	3	Existing procedures are adequate	May-25	
HPC R21	Grants Awarded by Council: Not following the grant claims procedure	Financial	HPC	2	2	4	MITIGATE	CLERK /RFO	The Clerk ensures that the Grants Awarding Policy is adhered to. A grant application form has been devised to keep up to date records of applications. Grant Payments The Clerk ensures that all grants are budgeted for and a schedule of payments are kept for audit purposes. Payments are made in accordance with the Grants Awarding Policy.	1	2	2	Existing procedures are adequate	May-25	

HPC R3	Budget deficits, unexpected expenses, or mismanagement of funds.	Financial	HPC	3	4	12	MITIGATE	HPC	Halon Parish Council acknowledges the risk of budget deficits, unexpected expenses, and mismanagement of funds. To mitigate these risks, the council implements rigorous financial procedures and oversight measures:  Annual Budget Review: A comprehensive budget review is conducted annually to determine the required precept, ensuring transparency and accountability in financial planning. Reserve Management: The council maintains reserves equivalent to 25% of the precept to address unforeseen expenses and emergencies, promoting financial stability and resilience. Financial Monitoring and Audits: Regular financial monitoring, budget reviews, and audits are conducted to track expenditure, identify areas for improvement, and ensure compliance with financial regulations. Authorizations and Reconciliations: Purchases are authorized in accordance with financial regulations, with thorough checks conducted by the Clerk against invoices before payment. Reconciliations are presented to the Finance Committee as a standing agenda item for transparency and accountability. Payment Procedures: Payments are made via BACS or cheque within mandated spending limits, with two councillors required to sign cheques drawn from the Treasurer's account. Direct debit payments require approval from the Full Council. Event Funding and Risk Assessment: Funding for council-organized events is determined based on grants, income, and previous events, with the Finance Committee assessing financial exposure to ensure the council's ability to recover any losses. Audit Oversight: Internal and external audits are conducted annually on financial records, with results presented to the Parish Council for inspection, ensuring transparency and compliance with financial regulations. Financial Reporting: The Clerk, serving as the Responsible Finance Officer (RFO), undertakes bank reconciliations and provides monitoring reports to councillors at each meeting. Expenditure against the current budget is reported quarterly to ensure financial accountability and transparency. Through these proactive measures and diligent oversight, Halton Parish Council aims to mitigate financial risks and uphold sound financial management practices for the benefit of the community.	1	4	4	Existing procedures are adequate	May-25
HPC R5	Ineffective management of VAT, no compliance with legislative requirements	Financial	HPC	2	3	6	MITIGATE	RFO	The Clerk analyses any VAT charged on purchases within the cashbook and maintains all VAT receipts within Parish Council records.  The Clerk produces a VAT refund analysis annually and makes a claim to H M Revenue & Customs for recovery of the amounts at the start of each financial year. Internal and external auditors review.	1	3	3	Existing procedures are adequate	May-25
HPC R6	Lack of or incorrect insurance provisions	Financial	HPC	2	3	6	MITIGATE	Finance Committee	An annual review is undertaken (or at the time of the policy renewal) of all insurance arrangements in place.  Insurance renewal documents to emailed to Cllrs each year  New Cllrs to be provided with information about the policy	1	3	3	Existing procedures are adequate	May-25
HPC R7	Unexpected major event and significant cost	Financial	HPC	3	3	9	MITIGATE	Finance Committee	Insurance cover in place for asset damage/loss Reserves kept for unexpected expenses	1	3	3	Existing procedures are adequate	May-25
HPC R72	HPC Run Activities	Financial	HPC	3	3	9	MITIGATE	HPC	A maximum exposure is ascertained and agreed prior to the event. If finance is not secured in advance there may be some financial risk which would need to be covered by Council's reserves.	1	3	3	Existing procedures are adequate	May-25
HPC R9	Uncharged Rent / Unreceived Payment	Financial	HPC	3	2	6	MITIGATE	CLERK	Invoices are issued in advance of the booking period by the Booking Clerk and monitored on the SCRIBE Accounting System for receipt of payment into bank before the booking is confirmed. The Clerk reports outstanding payments to the Finance Committee each month who determines recovery action as soon as practicable.	1	2	2	Existing procedures are adequate	May-25
HPC R22	Poor maintenance of assets or amenities	Governance / Law & Regulation / Compliance	HPC	1	3	3	MITIGATE	CLERK	All assets owned by the Parish Council are regularly reviewed and maintained. Maintenance agreements in place where necessary. Poor maintenance will be reported and issues fixed.	1	3	3	Pending - street light survey	Jun-24
HPC R23	Taking responsibility for community assets	Governance / Law & Regulation / Compliance	HPC	2	4	8	MITIGATE	HPC	At our Parish Council meetings, we ensure careful consideration before accepting any new assets into our inventory. A flag is raised during discussions, prompting a thorough examination of all implications associated with the transfer. These considerations encompass financial projections, legal processes, building or land surveys, as well as staffing and management responsibilities.  Any reports of damage or faults are promptly brought to the attention of the council. These issues are then addressed in accordance with the established procedures of the council, ensuring timely resolution and maintenance of our assets. Streetlights are visually inspected annually with a fully inspection every 5 years.  Through this diligent approach to asset management, we strive to uphold the best interests of our community and ensure the responsible stewardship of resources entrusted to us by our residents.	1	4	4	Existing procedures are adequate - streetlights management could be improved	May-25
HPC R24	Risk/injury to third party / Employee	Governance / Law & Regulation / Compliance	HPC	2	3	6	MITIGATE	HPC	Ensuring the safety of our parish community is our top priority. To mitigate the risk of injury to third parties, we:  Conduct thorough risk assessments before events.  Maintain public, volunteer and employers liability insurance.  Implement and review health and safety policies & procedures regularly.  Provide training for members and volunteers.  Have clear emergency response procedures.  Prioritize community input and communication.  Employees and Council to undertake adequate training and seek advice from the Buckinghamshire and Milton Keynes Association of Local Councils.  Insurance thoroughly reviewed annual prior to renewal.  Through these measures, we aim to create a safe environment for all involved in our activities.	1	2	2	Pending - street light survey, Fire marshal training, Review of fire doors.	Jun-24

HPC R25	Overweight vehicles using Perch Bridge causing damage and potential closure and/or collapse	Governance / Law & Regulation / Compliance	HPC/CR T/BC	4	4	16	TRANSFER	CR7/BC	<p>HPC diligently monitors, surveys, and records damage to the bridge, promptly reporting concerns to Canal and River Trust and Bucks Council for necessary action. Due to increased construction activities in neighbouring parishes, notably HS2, there's a surge in overweight HGVs using Halton Lane, posing a risk to the bridge's structural integrity. Parishioners are urged to report any violations to Thames Valley Police.</p> <p>Following discussions with CRT, monthly crack measurements and biennial structural surveys are conducted. HPC requested the latest structural survey via FOI. Additionally, a Road Safety Survey commissioned by HPC recommends enhanced HGV signage and traffic lights for safer passage.</p> <p>Responsibility for road maintenance and signage lies with Buckinghamshire Council, who declined funding for traffic lights but suggested inclusion in the Neighbourhood Plan for potential funding. HPC's requests for assistance and improved signage were similarly met. Both measures are included in the draft Neighbourhood Plan, supported by a community communication campaign urging residents to report overweight HGVs to TVP.</p> <p>Letter from Bucks Council stated no money for traffic lights HPC to put in Neighbourhood Plan for potential s218 monies from the re-development of RAF Halton.</p> <p>Letter from HPC to Buckinghamshire Council requested assistance to monitor and report overweight HGVs and improve signage as per TIB Report.</p> <p>Reply from Buckinghamshire Council refusing to improve the HGV signage, recommending that we report overweight HGVs to TVP as a road traffic offence and recommending that we request the improved signage in our Neighbourhood Plan for funding through the s218 system.</p>	2	4	8	Awaiting action from BC - better signage. Further monitoring of traffic required	Jun-24
HPC R26	Road Traffic Accidents / Pedestrians Danger to life / Halton Lane, due to speeding, unsafe driving	Governance / Law & Regulation / Compliance	BC	3	4	12	TRANSFER	BC/ TVP	<p>Halton Lane presents significant safety challenges, exacerbated by its narrow width, hairpin bend, and a bridge obstructing visibility of oncoming traffic and pedestrians. Originally designed for limited traffic, increased usage driven by housing developments in neighbouring parishes, alongside heightened HGV traffic from ongoing construction projects, has intensified the risk.</p> <p>The road's hazardous conditions are particularly pronounced in inclement weather, contributing to an average of 11 Road Traffic Accidents annually. These accidents often involve vehicles losing control on bends, veering onto pavements, and colliding with ditches or residents' front gardens along Halton Lane.</p> <p>Such incidents pose a grave risk of fatalities to motorists and pedestrians, as well as potential damage to property belonging to residents along the lane.</p> <p>To address these risks, Halton Parish Council is committed to implementing a comprehensive safety strategy, including:</p> <ul style="list-style-type: none"> <li>Regular assessments of road conditions and hazards</li> <li>Collaboration with local authorities to implement traffic calming measures</li> <li>Public awareness campaigns to promote safer driving practices</li> <li>Advocacy for improved road infrastructure and lighting</li> </ul> <p>Through these proactive measures, we aim to mitigate the risks associated with Halton Lane and ensure the safety of all road users and residents in our community.</p>	2	4	8	Awaiting action from BC & TVP - HPC continue to closely monitor the situation	Jun-24
HPC R27	Road Traffic Accidents / Pedestrians Danger to life / Main Point / Chestnut Avenue, due to speeding, unsafe driving	Governance / Law & Regulation / Compliance	BC	3	4	12	TRANSFER	HPC/ TVP/ BC	<p>Chestnut Avenue poses significant risks to pedestrian safety due to the absence of safe crossing points and a lack of pavement on the South side of the road until it intersects with Main Point. The junction with the B4009 further compounds this risk, as traffic turning at speed increases the likelihood of a pedestrian sustaining fatal injuries while attempting to cross.</p> <p>In response to these safety concerns, Halton Parish Council (HPC) has advocated for the installation of a roundabout at the junction of the B4009 and Chestnut Avenue. This proposed roundabout aims to slow down traffic from the A41, facilitating safer traversal of the junction by reducing vehicle speeds and providing clear right-of-way indications.</p> <p>Additionally, HPC sought access through RAF Halton from Swann Road to provide a safer crossing point for pedestrians, particularly school children walking to Halton School from the village. Unfortunately, this request was denied by the RAF citing security and safety considerations.</p> <p>Efforts to improve junctions and establish safe crossings on Chestnut Avenue have been incorporated into the Strategic Development Planning workshops for the Halton Site and are included in the draft Neighbourhood Plan. Through collaborative planning and advocacy, we strive to enhance pedestrian safety along Chestnut Avenue and ensure the well-being of our community members.</p>	2	4	8	Awaiting action from BC & TVP - HPC continue to closely monitor the situation	
HPC R28	Failure to comply with Employment Law & HMRC requirements	Governance / Law & Regulation / Compliance	HPC	2	2	4	MITIGATE	HPC/ NALC	<p>The Clerk has a contract of employment and job description, a copy of which is in Parish Council records. Where applicable employee Tax and NI contributions are paid monthly. An external Payroll company calculates this.</p>	1	2	2	Existing procedures are adequate	May-25
HPC R30	Lone Working of CLERK	Governance / Law & Regulation / Compliance	HPC	2	2	4	MITIGATE	CHAIR	<p>The Clerk works from home, the Parish Office and attends meetings at Halton Village Hall</p>	1	2	2	Existing procedures are adequate	May-25
HPC R31	Loss or incapacity of CLERK	Governance / Law & Regulation / Compliance	HPC	2	3	6	MITIGATE	CHAIR	<p>In event of unplanned non-availability of the Clerk for an extended period, backup cover can be sourced through Bucks CC, BALC or SLCC Bucks Branch.</p>	1	2	2	Existing procedures are adequate	May-25
HPC R32	Expenses & Allowances management	Governance / Law & Regulation / Compliance	HPC	1	1	1	MITIGATE	CLERK	<p>The Council has a travel expenses policy in place. Out of pocket expenses are reimbursed against a suitable receipt and paid by bank transfer in accordance with the Council's financial controls. Clrs notify Clerk of training, conferences or meetings they are due to attend to represent the Council and report back at the next meeting. No allowances are claimed.</p>	1	2	2	Existing procedures are adequate	May-25
HPC R34	Conflict of interest	Governance / Law & Regulation / Compliance	HPC	1	1	1	MITIGATE	CLERK	<p>Standard agenda item at all meetings for Members of the Council to declare any personal or pecuniary interests in respect of any matters under discussion. Register of Interest forms should be reviewed and updated by individual Members and re-submitted within 28 days if any change occurs. Register of interests available on the Bucks Council's website.</p>	1	2	2	Existing procedures are adequate	May-25
HPC R35	Comply with General Data Protection Regulations (GDPR) and Accessibility Regulations 2018	Governance / Law & Regulation / Compliance	HPC	1	2	2	MITIGATE	CLERK	<p>The Parish Council is registered with the Information Commissioner. The PC must review its website annually to make reasonable adjustments so it is accessible to people with various disabilities. The website providers also check and ensure compliance</p>	1	2	2	Existing procedures are adequate	May-25

HPC R36	Comply with Equality Act 2010	Governance / Law & Regulation / Compliance	HPC	2	2	4	MITIGATE	HPC	Insurance cover in place to protect the Council against the financial, legal and reputational consequences of a claim under the Equality Act 2010 in respect of disability discrimination. Make reasonable adjustments for the needs of disabled people. The Council has a Diversity and Equality Policy in place.	1	2	2	Existing procedures are adequate	May-25	
HPC R38	Action resulting in a cost to or claim against the council	Governance / Law & Regulation / Compliance	HPC	2	2	4	MITIGATE	HPC	Ensure actions are legal. Clerk to clarify legal position on any new proposal, legal advice to be sought where necessary. The Council is a member of Bucks and Milton Keynes Association of Local Councils, which again is a source of information/training for many aspects. As a member of BALC, the Council can access legal advice via NALC. The Clerk is a member of the SLCC, which is a source of information/training for many subject areas. Parish Councillors should also be provided with training wherever applicable (whether new training or refresher training).	1	2	2	Existing procedures are adequate	May-25	
HPC R39	CLERK or Councillor action resulting in a cost to or claim against the individual	Governance / Law & Regulation / Compliance	HPC	1	1	1	MITIGATE	HPC	Insurance cover includes Officers indemnity insurance and libel and slander Complaints procedure adopted	1	2	2	Existing procedures are adequate	May-25	
HPC R40	Failure to provide accurate and timely reporting via the Minutes	Governance / Law & Regulation / Compliance	HPC	1	2	2	MITIGATE	CLERK	Minutes are produced by the Clerk and issued in draft to the Chair for review within 14 days. Thereafter minutes are approved at subsequent Parish Council Meeting and signed off by the Chair as an accurate record. Signed minutes maintained by the Clerk and kept in Parish Council records. Approved minutes uploaded to a page on the Halton Parish Council website for public referral.	1	2	2	Existing procedures are adequate	May-25	
HPC R41	Failure to communicate with public	Governance / Law & Regulation / Compliance	HPC	1	2	2	MITIGATE	CLERK	The notice boards are updated as and when required. Parish website is kept up to date. Each PC Meeting, have a public forum section where members of the public can raise questions, issues and concerns. Village Newsletter is distributed quarterly, to every house in the parish The Council uses the Halton Hub Facebook site to communicate with the public.	1	2	2	Existing procedures are adequate	May-25	
HPC R42	Fire hazards in the Village Hall	Governance / Law & Regulation / Compliance	HPC	4	2	8	MITIGATE	CLERK	All persons shall maintain Fire Doors and Emergency Exits clear, unlocked and report any unserviceabilities to the Council immediately. Bi annual fire door inspection.	1	2	2	Existing procedures are adequate	May-25	
HPC R43	Village Hall Electrical fault / fire	Governance / Law & Regulation / Compliance	HPC	2	2	4	MITIGATE	CLERK	Equipment should not be connected to the electrical main if the PAT test is out-of-date by 1 year, electrical outlets shall not be overloaded or the maximum current capacity exceeded, unregistered extension leads should not be used unless part of an interim measure supported by an infrastructure request for additional sockets.	1	2	2	Existing procedures are adequate	May-25	
HPC R44	Manual Handling, Unstable Loads and Working at Height risks	Governance / Law & Regulation / Compliance	HPC	2	3	6	MITIGATE	CHAIR	Employees should receive training in manual handling to illustrate the recommended methods, each recipient is empowered with the knowledge to make an informed choice before attempting any physical exertion. Manual handling equipment and training in its use is available and PPE should be worn to improve grip or safeguard against impact. If doubt exists then assistance should be sought to share the task. Any office user shall adopt measures to ensure lower drawers are filled first and upper drawers are not over-weighted compared to the bottom. No heavy items should be placed on top of cabinets. Instructions for use are provided with each piece of equipment and manual handling whilst standing on ladders should be reduced to the minimum necessary to achieve the aim with the assistance of a safety person. PPE should be worn to safeguard head, hands and feet. Employees shall receive training in working at height.	2	3	6	Existing procedures are adequate	May-25	
HPC R47	Unobserved HMRC Transactions & Financial Regulations	Governance / Law & Regulation / Compliance	HPC	2	3	6	MITIGATE	CLERK	VAT payments and claims upon the Council shall be calculated by the Clerk and reclaimed quarterly recorded on AGAR. Routine internal and annual external audit provides a regulatory compliance. HPC shall follow guidelines and procedures specified in the Financial Regulations, which are reviewed annually by the Finance Ctee before they are ratified at the Annual HPC Meeting.	2	2	4	Existing procedures are adequate	May-25	
HPC R49	Insufficient Financial Information & Unreported Financial Errors	Governance / Law & Regulation / Compliance	HPC	3	2	6	MITIGATE	Finance Committee	SCRIBE is used by the Clerk to input all financial transactions and link with banking activity for transparent accountability which is a Public Record published also on the HPC website, compliance is monitored annually by the Finance Ctee ahead of the auditor. The Clerk prepares accounts in April for internal audit with statements using AGAR and supporting papers, external audit falls in May/June. The Clerk shall advertise timely audit hard-copy and media notices	2	2	4	Existing procedures are adequate	May-25	
HPC R51	Non Compliance with the Freedom of Information Act & General Data Protection Regulations (GDPR)	Governance / Law & Regulation / Compliance	HPC	3	4	12	MITIGATE	CLERK	The Council conforms with the Model Publication Scheme and responds within timescales to requests under the FOI Act via the Chair, Records are maintained by the Clerk. The Parish Council is registered with the Information Commissioner. w Council is registered with the Information Commissioner. The Council's Data Protection Policy is adhered to and a data breach log kept. Public Liability Insurance is taken by the Council to offset generic personal injury claims where the claimant is upon Council owned property and the Council is found to be at fault. The Clerk is qualified to conduct annual reviews to ensure adequate, Public Liability, Employer Liability Insurance and Fidelity Guarantees and to monitors the exposure of the Council to liability in accordance with BCC and MK Assoc of Local Councils' advice based upon rentable assets and facilities provided for parishioners that satisfy RoSPA survey. Councillors are responsible for their own liability insurance against acts or omissions likely to cause harm or distress.	1	4	4	Existing procedures are adequate	May-25	
HPC R53	Reduced Regulatory Awareness & Lack of Corporate Memory	Governance / Law & Regulation / Compliance	HPC	3	2	6	MITIGATE	CLERK	The Clerk ensures that relevant codes of conduct, regulations and Acts of Parliament are made available for reference by Councillors and any training is recorded along with knowledge of Standing Orders/Procedures. The Clerk monitors changes to relevant legislation and reports at HPC Meetings with any applicable legal advice on hand. The Council virtual archive is duplicated in the Microsoft Cloud protected by contracted safeguards whilst vital paper records are held off-site. Non-critical paper records are stored to minimum statutory holdings in the Clerks Office until authorised for disposal by the Council. Activities is conducted in accordance with HPC's Data Protection and Data Retention Policies).	1	2	2	Existing procedures are adequate	May-25	

HPC R55	Impaired Accountability & degraded Business Conduct	Governance / Law & Regulation / Compliance	HPC	1	4	4	MITIGATE	CLERK / CHAIR	Officially prescribed methods are followed by the Clerk in reproduction of agendas, minutes and reports to maintain legal compliance. The Chair holds procedural mandate at meetings law HPC Standing Orders. To ensure the proper conduct of councillors similarly, HPC Code of Conduct governs the pastoral conduct of councillors to which, each Councillor has declared adherence on acceptance of the role. The Council has declared a code of conduct towards Social Media activity law its Social Media and Comms Policies and addresses sensitivities through the Comms Ctee.	1	2	2	Existing procedures are adequate	May-25
HPC R58	Non-registration of members interests & conflicts of interest	Governance / Law & Regulation / Compliance	HPC	2	2	4	MITIGATE	CLERK	Councillors register of published members interests are submitted to the Monitoring Officer annually by the Clerk and updated upon change of circumstances. A standing agenda item requires Councillors to declare any interest before Ctee Agenda Items are discussed	1	2	2	Existing procedures are adequate	May-25
HPC R60	Inadequate Insurance coverage	Governance / Law & Regulation / Compliance	HPC	3	4	12	MITIGATE	Finance Committee	Public Liability Insurance is taken by the Council to offset generic personal injury claims where the claimant is upon Council owned property and the Council is found to be at fault. The Clerk is qualified to conduct annual reviews to ensure adequate; Public Liability, Employer Liability Insurance and Fidelity Guarantees and to monitors the exposure of the Council to liability in accordance with BCC and MK Assoc. of Local Councils' advice based upon rentable assets and facilities provided for parishioners that satisfy RoSPA survey. Councillors are responsible for their own liability insurance against acts or omissions likely to cause harm or distress.	1	4	4	Existing procedures are adequate	May-25
HPC R61	Not adhering to policy & procedures as set out in the Financial regulations and standing orders	Governance / Law & Regulation / Compliance	HPC	3	3	9	MITIGATE	HPC/RFO	The RFO & Council to follow Council's financial regulations which are reviewed annually. Ensure that Standing Orders are produced and adopted by Council, understood by Councillors and reviewed annually.	1	3	3	Existing procedures are adequate	May-25
HPC R63	Loss or damage to third parties/properties	Operational	HPC	2	3	6	MITIGATE		Review T & C and security, incidents, timings and persons using the hall and if applicable contact Police. Minimal Loss or damage to third parties/properties - due to following booking T&C. -All assets owned by the Parish Council are reviewed, inspected and maintained as required. -The PC has responsibility for a Portalo contract. (Portalo situated in Church Yard). Public toilets are allowed to open as long as sufficient cleaning is taking place. -The notice board is checked regularly. -All repairs and relevant expenditure for these repairs are actioned / authorised in accordance with the procedures of the Parish Council. -Public liability insurance in place -Street furniture should be inspected annually with a written record kept -The Bus Shelter has been removed and is awaiting replacement. Insurance in place.	1	3	3	Existing procedures are adequate	Jun-25
HPC R64	Security of buildings	Operational	HPC	1	3	3	MITIGATE		Investigate further security measures such as CCTV coverage of buildings / alarms. Ensure Council office is locked when not in use and equipment is stored in the safe. Minimal Loss or damage. Continue to follow security procedures as included in H & S and T&Cs of Booking.	1	3	3	Provide means to record incidents	review June 2024
HPC R65	Loss of paper / electronic records through theft / fire / damage	Operational	HPC	2	2	4	MITIGATE	CLERK	The Parish Council official records and papers are stored at the Parish Office, Village Hall, Halton. Records are also kept electronically in MS365 cloud and also Scribe Accounting Cloud. The Parish Council electronic records are stored securely in MS365 and Scribe Accounting cloud. Backups are stored in the cloud and managed by CloudyIT/ Scribe Anti virus software kept up to date. All Cllrs and Clerk use a council managed email account with a .gov.uk address	1	2	2	Existing procedures are adequate	May-25
HPC R67	Village Hall maintenance and safety concerns	Operational	HPC	2	2	4	MITIGATE	CLERK / HPC	Proper consideration should be given to the lighting and layout of offices to ensure trip hazards are prevented unless essential to a temporary situation where sufficient barriers/signs are placed to warn/isolate the hazard. The Council should be informed of any damage or reduction of lighting that could constitute a hazard. An induction should be presented to all new arrivals in the office workplace to introduce this RA and its control measures.	1	2	2	Existing procedures are adequate	May-25
HPC R68	Accumulated Dust - cleanliness issues	Operational	HPC	2	4	8	MITIGATE	CLERK	Routine office husbandry should minimise the accumulation of dust as a precaution against spontaneous combustion and PPE should be worn to safeguard against inhalation and contamination from cleaning products and rodent infestation control measures.	1	4	4	Existing procedures are adequate	May-25
HPC R69	Loss of Key Personnel	Operational	HPC	2	4	8	MITIGATE	CHAIR	Bucks & Milton Keynes Association of Local Councils provide advice to the Chair immediately upon a temporary loss of staff. Shortfall in the number of councillors shall be mitigated by co-option of current and new councillors (law HPC's Co-Option Policy) until the Clerk recruits councillors through proper legal process.	1	4	4	Existing procedures are adequate	May-25
HPC R70	Wellbeing of key personnel	Operational	HPC	2	4	8	MITIGATE	CHAIR	A general duty of care is exercised by the Council towards each other (law HPC's Code of Conduct and H&S Policy).	1	4	4	Existing procedures are adequate	May-25
HPC R71	Failure to retain or secure the necessary number of members for the Council	Operational	HPC	2	4	8	MITIGATE	CLERK	When a vacancy arises the Clerk is to follow correct legal processes and ensure appropriate actions is taken to try and co-opt members onto Council.	1	4	4	Existing procedures are adequate	May-25
HPC R73	Events run by Halton Parish Council	Operational	HPC	3	4	12	MITIGATE	Event Lead	Risk Assessments: Prior to each event, comprehensive risk assessments are conducted to identify potential hazards and assess their likelihood and severity. This includes considerations for crowd management, emergency procedures, and health and safety protocols. Event Planning and Management: Events are meticulously planned and managed to minimize risks and ensure compliance with relevant regulations and guidelines. This includes coordinating with local authorities, emergency services, and relevant stakeholders to address any safety considerations. Safety Measures: Proactive safety measures are implemented, such as providing adequate signage, first aid facilities, and crowd control measures to mitigate potential risks and ensure the well-being of attendees. Communication and Engagement: Clear communication channels are established to provide attendees with important safety information, including emergency contact details and instructions in the event of an incident. Continuous Improvement: Following each event, a thorough evaluation is conducted to identify areas for improvement and inform future planning and risk mitigation strategies. Through these proactive measures, Halton Parish Council endeavours to create a safe and enjoyable environment for all participants at events organized within our community. We remain committed to upholding the highest standards of safety and ensuring the success of each event while fostering community spirit and engagement.	1	4	4	Existing procedures are adequate	May-25
HPC R74	Cybersecurity Risks - Data breaches, cyberattacks, or unauthorized access to sensitive information.	Operational	HPC	3	4	12	MITIGATE	CLERK	Cloudy IT (IT providers) implement cybersecurity measures such as firewalls, encryption, and secure data storage. Provide training on cybersecurity best practices for council members and staff.	1	4	4	Existing procedures are adequate	May-25
HPC R75	Environmental damage, natural disasters, or pollution	Environmental & External Risk	HPC	3	5	15	MITIGATE	Environment Lead	HPC has approved and implemented environmental policies. HPC support local initiatives for sustainability and conservation. Prepare emergency response plans for natural disasters.	1	5	5	Prepare emergency response plans for natural disasters.	Jun-24
HPC R76	Negative publicity, loss of public trust, or damage to the council's reputation	Reputational Risk	HPC	4	4	16	MITIGATE	CHAIR	Prioritize transparency and open communication with the community. Address concerns promptly and professionally. Highlight achievements and community contributions.	1	4	4		

HPC R77	Environmental Risks (e.g., pollution, waste management)	Environmental & External Risk	HPC	3	4	12	MITIGATE	Environment Lead	<p>Environmental Policy &amp; Plan : HPC has implemented rules to guide our actions, ensuring responsible environmental stewardship.</p> <p>Waste Management: HPC are committed to effective waste management, reducing pollution, and promoting recycling and proper disposal practices.</p> <p>Pollution Prevention: HPC takes proactive measures to prevent pollution, monitoring activities, and adopting eco-friendly practices to minimize our impact on the environment.</p> <p>Community Engagement: HPC engages the community in our environmental efforts, raising awareness and encouraging participation for a cleaner, greener future. With HPC's environmental plan and policy, HPC are dedicated to preserving the natural environment for the benefit of our community and future generations.</p>	1	4	4	Existing procedures are adequate	May-25	
HPC R78	Emergency Preparedness Risks (e.g., lack of disaster response plans, inadequate emergency resources)	Operational	HPC	3	4	12	MITIGATE	HPC	<p>Plans and Training: HPC are working on plans for different emergencies. The Clerk and the Chair have attended training and are consulting BC for advice and guidance.</p>	2	4	8	Review	Jun-24	