



Barrowby Parish Council

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Corporate Risk Register

Document control

- **Owner:** Full Council
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Full Council for formal adoption at Parish Council May 2027

Suggested scoring:

- **Likelihood:** 1 low / 2 medium / 3 high
- **Impact:** 1 low / 2 medium / 3 high
- **Overall risk score:** Likelihood x Impact

Ref	Risk Area	Risk Description	Potential Consequences	Existing Controls	L	I	Score	Further Action Required	Owner	Review Date
CR1	Governance / legal compliance	Council acts outside powers or fails to follow proper process	Unlawful decisions, challenge, reputational damage	Standing Orders, Scheme of Delegation, agenda/report process, clerk advice, training	2	3	6	Review key governance policies regularly	Full Council / Clerk	Annual

Ref	Risk Area	Risk Description	Potential Consequences	Existing Controls	L	I	Score	Further Action Required	Owner	Review Date
CR2	Financial control	Weakness in banking, payments, budgeting or reconciliation	Fraud, error, overspend, audit issues	Financial Regulations, budget monitoring, bank reconciliation, dual authorisation, internal/external audit	2	3	6	Keep controls under annual review	RFO / Council	Quarterly
CR3	Asset management	Inadequate records, maintenance or inspection of council assets	Injury, service failure, unexpected cost, insurance issues	Asset register, inspections, maintenance programme, insurance	2	3	6	Link asset review to budget and inspections	Clerk / Relevant Cttee	6 monthly
CR4	Buildings and land	Unsafe condition of Reading Room, Pavilion, play areas, open spaces, burial ground or allotments	Injury, claims, closure, enforcement action	Inspections, contractor checks, maintenance logs, operational risk assessments	2	3	6	Maintain site-specific assessments and inspection records	Clerk / B&A / Allotments / Burial	6 monthly
CR5	Health and safety	Failure to manage health and safety duties for staff, volunteers, public or contractors	Injury, prosecution, claims, reputational damage	H&S policy, accident reporting, contractor controls, risk assessments, training	2	3	6	Review lone working, volunteer and contractor arrangements	Clerk / Council	Annual
CR6	Staffing resilience	Clerk/RFO/staff absence or limited cover affects statutory and operational functions	Delay, missed deadlines, governance failure, service disruption	Delegation arrangements, key diary controls, records, handover notes, assistant clerk support where authorised	2	3	6	Keep continuity arrangements current	Council / Clerk / RFO	6 monthly
CR7	Data protection / records	Data breach, loss of records, insecure devices, poor retention practice	ICO risk, distress, reputational damage,	GDPR policies, privacy notices, access controls, device	2	3	6	Monitor compliance and staff/councillor practice	Clerk	Annual

Ref	Risk Area	Risk Description	Potential Consequences	Existing Controls	L	I	Score	Further Action Required	Owner	Review Date
			operational disruption	security, backups, retention schedule						
CR8	Information law	Failure to comply with FOI/EIR/publication duties	Complaint, ICO intervention, reputational damage	Publication Scheme, FOI/EIR procedures, records management, clerk oversight	2	2	4	Monitor response handling and records	Clerk	Annual
CR9	Insurance	Inadequate or outdated insurance cover	Uninsured loss, financial exposure	Annual insurance review, asset records, contract checks	1	3	3	Confirm sums insured and activity cover annually	RFO / Clerk / Council	Annual
CR10	Contractors and procurement	Poor contractor selection, unclear scope, weak supervision	Unsafe work, poor value, legal dispute, project delay	Quotations/tendering, references, insurance checks, written specification, oversight	2	3	6	Standardise contractor checks and file records	Clerk / Relevant Cttee	As needed
CR11	Projects / grants	Project overruns, unclear approvals, grant non-compliance	Financial loss, clawback, incomplete delivery	Council approvals, budget control, grant conditions review, documented decisions	2	2	4	Use project plans for larger works	Council / Clerk / RFO	As needed
CR12	Business continuity	Loss of key records, IT failure, building access issue or emergency	Service interruption, missed deadlines, data loss	Cloud/email controls, backups, continuity arrangements, alternative meeting/admin arrangements	2	3	6	Maintain simple continuity checklist	Clerk / Council	Annual
CR13	Reputational / communications	Inaccurate, unbalanced or premature public communications	Complaint, reputational harm, legal risk, predetermination concerns	Communications policy, clerk oversight, approval routes, training	2	2	4	Continue clear role separation in communications	Council / Clerk	Annual

Ref	Risk Area	Risk Description	Potential Consequences	Existing Controls	L	I	Score	Further Action Required	Owner	Review Date
CR14	Planning consultee role	Comments submitted without authority or inconsistent with council resolutions	Governance challenge, reputational damage, confusion	Scheme of Delegation, council resolutions, agreed wording process, clerk record keeping	2	2	4	Ensure written audit trail for agreed submissions	Clerk / Council	As needed
CR15	Burial ground management	Failure in records, memorial safety, contractor control or regulation compliance	Distress, claims, legal exposure	Burial procedures, registers, memorial controls, inspections, contractor agreement	2	3	6	Maintain inspection and record systems	Clerk / Burial lead	6 monthly
CR16	Volunteers / working groups	Unclear status, unsafe activity, poor supervision or scope drift	Injury, conflict, uninsured activity, governance issues	Volunteer agreements, Terms of Reference, council approval, task-specific controls	2	2	4	Keep roles and approvals clear	Clerk / Council / Relevant Cttee	6 monthly

Operational Risk Assessments

Separate operational Risk Assessments as available for:

- Reading Room premises assessment
- Pavilion and Lowfields assessment
- Play areas and open spaces inspection/risk assessment
- Burial ground and memorial safety assessment
- Allotments common parts assessment
- Lone working assessment for clerk/caretaker/other staff
- Homeworking assessment for staff
- Volunteer activities assessment, including RAGS/Flower Group where relevant
- Events assessment template
- Contractor works / permit-to-work style checklist for higher-risk jobs

An example format is:

Activity / Site	Hazards	Who may be harmed	Existing controls	Further action	Responsible person	Review date