

**SOUTHWICK PARISH COUNCIL  
GOVERNANCE AND MANAGEMENT RISK REGISTER 2024**

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
1	Lack of forward planning and budgetary controls	*Lack of direction and prioritisation	M	H	In year budget reviews  Preparation of strategic plan via working group	Monthly	Unexpected expense	Clerk and Council
2	Poor reporting to Council	*Poor quality decision making *Council becomes ill informed	M	H	*Timely and accurate financial reporting *Clear instructions to staff *Regular project reports	Quarterly  Annually  Each meeting	Matter raised at meeting	Clerk and Council
3	Loss of key staff	*Failure in budgetary controls *Correspondence backlog	M	H	*Succession Planning *Clear office procedures *Clear budgetary procedures *Up to date job descriptions *Appraisal system	Annually  Annually Annually	Loss of staff member	Staffing Committee

**SOUTHWICK PARISH COUNCIL  
GOVERNANCE AND MANAGEMENT RISK REGISTER**

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
4	Failure to respond to electors' wish to right of inspection	*Loss of confidence *Loss of reputation	L	L	*Clear Standing Orders and Operating Protocols *Documented procedures to deal with enquiries from the public	Annually	Approach by elector to auditor	Clerk
5	Failure to meet the requirements for Quality status	*Status rejected *Cash withheld *Responsibilities reduced	M	H	*Monitor requirements for Quality Status	As required		Clerk
6	Poor document control	*Information not passed on in a timely manner *Deadlines missed *Lack of achievement	L	M	*Clear Standing Orders *Clear job descriptions * Clear office procedures	Annually	Major incident Complaints	Clerk

**SOUTHWICK PARISH COUNCIL  
GOVERNANCE AND MANAGEMENT RISK REGISTER**

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
7	Ensure Council complies with law in particular: *Health and Safety *Equal Opportunities *Data Protection *Human Rights *Disability and Discrimination *Employment Law	*Fines and Penalties from regulation bodies *Employee action for negligence of grievance *Loss of reputation	M	H	*Clear Policies and procedures *Regular review of law	Bi-annual	Following incident	Clerk and Staffing Committee

**SOUTHWICK PARISH COUNCIL  
GOVERNANCE AND MANAGEMENT RISK REGISTER**

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
8	The provision of services being carried out via sub contractors	*Loss of reputation *Poor public image	L	M	*Clear statement of management responsibility for each service *Regular scrutiny of performance against Targets	Annually	Review of adequacy of insurance cover provided by suppliers	Clerk
9	Ensuring all business activities are within legal power	*Illegal expenditure	L	H	*Recording in the minutes the precise power under which expenditure is being approved	Monthly	Review of minutes to ensure legal powers in place, recorded and correctly applied	Clerk and Council
10	Proper, timely and accurate reporting of Council business in the Minutes	*Confusion and misunderstandings *Actions not reflecting intentions of Council	L	H	*Approval by committee and Council *Minutes properly numbered and paginated with a master copy kept in safekeeping	Monthly	Check minute numbers run consecutively	Clerk

**SOUTHWICK PARISH COUNCIL  
GOVERNANCE AND MANAGEMENT RISK REGISTER**

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
11	Meeting the laid down timetables when responding to consultation invitation	*Affect reputation *Ineffectual involvement	L	L	Documented procedures to deal with responses to consultation requests	Annually	Consultation questions Non-participation	Clerk and Council
12	Council lacks relevant skills and commitment	*Council fails to achieve its purpose *Decision making by-passes Council *Poor value for precept money	L	H	*Training for Councillors *Close review of attendance	Annually. At first intake of new Councillors especially  Every meeting	SALC training reminders	Clerk
13	Council becomes dominated by one or two individuals or cliques form	*Conflicts of interest *Pursuit of personal agendas *Decisions made outside Council	M	H	*Clear Standing Orders regarding conduct of meeting and Conflict of Interests	Annually	*Adverse press articles *Complaints *Incidents at meetings	Council

## GOVERNANCE AND MANAGEMENT RISK REGISTER

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
14	Councillors benefiting from being on the Council	*Affect reputation *Conflicts of Interest	L	M	*Clear Standing Orders *Open system of payment	Annually All meetings	Adverse press articles	Council
15	Failure to register Members' interests, gifts etc	*Member could make inappropriate gains *Could affect reputations	L	M	*Procedures in place for recording and monitoring Members interests and gifts		Test of disclosures  Complaint about members	Councillors
16	Lack of maintenance of Council owned property	*High cost of repair *Injury to third party leading to claims *Damage to property	M	H	*Building survey *Stock condition survey *Regular routine maintenance *Insurance cover * Established working group	Annually	Unexpected incident	Clerk

## GOVERNANCE AND MANAGEMENT RISK REGISTER

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
17	Damage or loss to Council owned property by third party or act of God Insufficient protection of physical assets owned by the Council - buildings, furniture, equipment etc. Legal liability as a consequence of asset ownership	*High cost of repair  *Loss of Assets  *Disruption  *Damage to public property or person	M  L  M  L	L  M  M  H	*Insurance cover *Good Fire Alarms *Good Burglar Alarms *Clear Staff Monitoring and auditing procedures *Maintain an up to date register of assets *Regular maintenance arrangements for physical assets *Annual review of risk and adequacy of insurance cover	Annually	Police report or damage report  View asset register  Review of management arrangements regarding insurance cover (loss or damage)	Clerk and working group

**SOUTHWICK PARISH COUNCIL  
GOVERNANCE AND MANAGEMENT RISK REGISTER**

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
18	Damage to third party property or individual due to Service of Amenity provided	*Claim against Council	L	L	*Public Liability Insurance *Comprehensive event planning *Regular checks of facilities *Ensure all amenities/facilities are maintained to appropriate level	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	Clerk
19	Loss of cash through fraud or dishonesty	*Reduction in available funds *Loss of reputation	L	H	*Clear financial procedures *Adequate insurance cover * Regular review of finances by Council and in depth audit by Staffing Committee	Annually  Annually  Monthly Quarterly	On a Loss Review Insurance Cover (fidelity guarantee)	Clerk and members



## GOVERNANCE AND MANAGEMENT RISK REGISTER

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
20	Inadequacy of Precept  Ensuring the adequacy of the annual precept within sound budgeting arrangements	*Services not provided *Lack of confidence in Council *Inability to carry out functions *Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every meeting	Unexpected event ie flooding	Clerk and Council
21	Problems due to borrowing or lending. Banking arrangements, including borrowing or lending.  Complying with restrictions on borrowing	*Failure of third party to repay loan *Inability of Council to repay a loan	L	L	*Include in annual budget *Clear Standing Orders *Prepare, adopt and adhere to codes of practice for procurement and investment	Quarterly reviews	Review of internal controls in place and their documentation  Review of minutes to ensure legal powers  Review of minutes	Clerk and Council

## GOVERNANCE AND MANAGEMENT RISK REGISTER

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
22	<p>Failure to use grants for intended purposes</p> <p>Ensuring the proper use of funds granted to local community bodies under specific powers or under s137</p>	<p>*Lack of funds for project for which grant was intended</p> <p>*Investigation into the use of funds</p>	L	H	<p>*Clear minutes</p> <p>*Ensure funds properly ring fenced</p> <p>*Clear financial procedures</p> <p>*Follow up on use</p> <p>*Record clearly in minutes</p> <p>*Maintain a separate record for s137 expenditure</p>	Annually	Review of minutes	Clerk and Council
23	Keeping proper financial records in accordance with statutory requirements	Inadequate financial control	L	H	Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Annually	Review of internal controls in place and their documentation	Council