

Humberston Village Council

Risk Register

Covering all risks to the Council

Location: Parish Office and/or Village Council Sites
Assessor: Clerk and whole Council
Review Date: May 2025 – reviewed annually at May meeting

Hazard: Financial risks

Risk: Non payment from customers, mis-management by staff

Who is at risk: The Council

Likelihood: Moderate

Severity: Moderate

Risk Rating: Low

Control Measures:

- All communications documented and conducted via email and/or in writing with Chair and Vice-Chair copied into all invoices, purchase order etc.
- Monthly bank statement circulated to all members every month with all other finance information
- Bad debt recovery policy in place and active
- Monthly credit control record kept and circulated by Clerk
- All salaries paid using HMRC official software and reported to full Council each month
- Finance regs in place and reviewed annually
- Banking policies in place and Chair/Vice-Chair able to log into banking app and online accounts
- Quarterly full reconciliations carried out and cash book sent out as complete to all members each quarter along with back up information
- All purchases other than office essentials decided by and reported back to full Council
- Internal and external audits each year
- Contracts issued to all facility users

Hazard: **Risk to assets**

Risk: Damage or hazards to Council properties and sites
Including safety risks to users etc.

Who is at risk: The Council

Likelihood: Moderate

Severity: Moderate

Risk Rating: Low

Control Measures:

- Security measures in place at all Council sites and with all Council assets
- Staff trained in security measures
- CCTV in place within Paddock area covering both Village Halls and serviced annually
- Alarm systems in place at both buildings and serviced annually
- Fire fighting equipment present in all buildings and serviced annually
- Electrical and gas safety checked annually by registered contractors
- All faults/issues reported to Clerk with minor issues sorted through named contractors and major issues reported back to full Council for action
- Caretaker system in place at all buildings to minimise user damage etc. and regular reporting in place
- Cemetery and allotments secured through locked gate system and reviewed each year
- Playgrounds inspected each year and reports circulated and any recommendations actioned as required.
- Risk assessments in place for all activities carried out and insurance cover as required.

Hazard: **Staff welfare**

Risk: Staffing issues including absences, change in working
Practices, staff illnesses and appraisal for well being

Who is at risk: All Council staff and therefore responsibility of Council

Likelihood: Medium

Severity: Medium

Risk Rating: Moderate

Control Measures:

- Access to employee assistance or counselling support if required
- Regular check-ins with line management or Council members for support
- Annual appraisal system in place and full recording and actioning of points raised
- Clerk meets with all staff regularly on informal basis to resolve any minor issues which arise.
- All issues raised by staff fully recorded and shared with Council and/or Personnel Committee
- Personnel Committee has full delegated powers on personal matters within budget assigned
- All staff encouraged to take training opportunities which are paid for by the Council
- Escalate problems to full Council for decision making and support

Hazard:**Reputational risk to the Council****Risk:**

Damage to Council's reputation, perception of mis-
Handling of public concerns

Who is at risk:

Village Council

Likelihood:

Medium

Severity:

Medium

Risk Rating:

Moderate

Control Measures:

- Clear public communication policy about conduct expected from users, tenants, visitors and the Council itself
- Council to adopt a 'zero tolerance' policy for abuse towards staff and members
- Council to review and maintain policies as required under law and good practice guidelines and ensure these are available
- Full complaints procedure in place and active
- Ensure fair but firm handling of third party concerns within policies adopted
- Encourage all members to continue with ongoing training in role as Councillor
- Promote staff training to support members and encourage good practices throughout the Council's operations.
- Hold meetings lawfully and in line with procedures adopted.

OVERALL RISK RATING**Low to Moderate****Conclusion:**

The risk presented by aggressive users of Council facilities is significant, particularly in cases of repeat incidents. It is vital that the Clerk to the Council is supported by the Village Council, has clear boundaries for communication and that a consistent disciplinary/action process is in place for any unacceptable third party behaviour.

Recommended Actions:

- Draft and implement an Unacceptable Behaviour Policy
- Review all user/third party agreements to ensure conduct clauses are clear and enforceable
- Provide Clerk to the Council with conflict management training
- Ensure an incident log is kept and shared with Council
- Consider formal warning/eviction/banning proceedings for third parties/users if conduct persists.

July 2025