

Systems and Processes

Likelihood		Severity	
Low	Unlikely to occur within the next ten years	Low	Limited inconvenience, no impact on reserves, no legal challenge
Medium	Likely to occur within the next ten years	Medium	Some public censure/small impact on reserves (<10%), no legal challenge
High	Likely to occur within the next two years	High	Impact on reserves of >10% or legal challenge or public censure

		Low	Medium	High	
Severity	High	Yellow	Red	Red	High
	Medium	Green	Yellow	Red	Medium
	Low	Green	Green	Yellow	Low
		Likelihood			

Ref	Risk	Hazard and Consequence	Process	Current Controls	Current Risk			Revised / Further Action	Response	Date Completed
					L	S	RAG			
1	Council unable to function due to unexpected or tragic circumstance	Suppliers not paid, services not delivered, recovery of income	Record keeping	All files kept by Clerk. Records maintained and up to date and subject to regular review.	L	H	Yellow	Clerk to prepare a 'handover' package to outline current procedures, paperwork system, computer access to files and annual requirements to ensure a smooth takeover	Clerk	ongoing work
2	Loss of paper records through fire, theft or damage	Suppliers not paid, services not delivered, recovery of income	Record keeping	All papers kept at Clerk's home in metal cabinet.	L	H	Yellow			07/04/25
3	Loss of computer records due to fire, damage or corruption to computer	Suppliers not paid, services not delivered, recovery of income	Record keeping	Electronic records are backed up and stored separately on a memory stick.	L	H	Yellow			07/04/25
4	Loss of data, in any format that could identify individuals to third parties	Loss of reputation and legal challenge	Record keeping	Minimal data recorded and deleted/destroyed once completed.	L	H	Yellow			07/04/25
5	Financial irregularity	Loss of repute and financial loss	Record keeping	All records kept up to date and regular updates/reconciliation to Councillors	L	H	Yellow	Post-COVID update to bank mandate to ensure a greater spread of responsibility	Clerk	07/04/25
6	Security of Council Assets	Financial loss, inability to satisfy need	Record keeping	Maintenance and checking of Asset Register and Annual Insurance Provision	L	M	Green			07/04/25