SEASCALE PARISH COUNCIL RISK REGISTER

2026 - 2027

Risk No	Risk Title (There is a risk that...)	Potential consequence	Risk High, medium, low	Action	Timescale
01	Risk register	Non compliance	Low	To keep it updated and comprehensive	Review annually / for in year additions
02.	Damage to 3rd party as a consequence of providing services	Legal Action	Medium	Public Liability cover	Reviewed annually
03	Absence of clerk through sickness/extended leave	No business conducted	medium	Contingency plans in place with Chair/councillors	As appropriate
04	Risk of non-recruitment of clerk	No business conducted	high	Contingency plans to acquire locum cover, and plan for recruitment	As appropriate
05	Clerk/RFO unable to complete essential work due to additional pressure e.g. FOI, opportunitist bids, Review of process etc	Lack of compliance	high	Workload regularly reviewed between clerk/RFO and chair. Support in place from councillors, unrealistic work recognised and solutions found, Review of contract and personnel practices	Ongoing/annual appraisal.
06	Use of social media	Inappropriate use bring council into disrepute	high	Policy on social media in place, monitoring of posts, promotion of legitimate council information, councillors, employees, contractors aware of good conduct guidelines.	ongoing

07	Annual Budget and Expenditure	Overspend, inappropriate allocations, inability to deliver services	Low	Budget setting process followed to enable realistic precept. Ongoing monthly assessments of spend to Precept budget & other income. Identification of additional revenue sources and opportunities from grants/donations.	Annual process followed by monthly checks
08	Proper compliance with financial procedures	Varying outcomes	medium	Councillors made aware of the financial approval and limits policy and processes	Monthly expenditure monitoring
09	Inland revenue and VAT claims	Financial penalties	Low	Claims to be submitted on a regular basis, reported as part of the financial report at relevant Full Meeting(s)	Annually/monthly
10	Loss of cash though theft/dishonesty	Effect of services		Reconciliation of bank statements with expenditure/income reports	monthly
11	Legal liability because of asset ownership	Legal action	medium	Public liability cover	Reviewed annually
12	Financial Records	Varying	low	Check, amend and reconcile all records from commencement of fiscal year, submit to Council for approval and authorisation	Reviewed at each full council meeting
13	Asset Register Cost/Value	Under/over estimating value	Medium	Full Council Agenda for discussion/amendment if applicable and authorised by Full council	Annual
14	Annual Financial Statement	Internal and external audit raise issues	medium	On May Full Council Agenda for discussion/amendment if applicable and authorised by full Council	annual
15	Proper compliance with employment law	Legal action	low	Contracts of employment, induction, annual appraisal, access to training	Ongoing, annual
16	Proper compliance with contractual arrangements	Legal action	Low	Proper process on awarding contracts, project managed as appropriate regular review	ongoing

17	Risk Register & Risk Management Plan	Inability to plan to mitigate risk		On May Full Council Agenda for discussion/amendment if applicable and authorised by full Council	annaul
18	Proper use of S137 expenditure	Spend outside regulations	medium	Adherence to legal power, grants policy and regular monitoring to ensure fair and equitable distribution.	As applications /awards are made
19	Register of members interest, gifts, hospitality	Action by standards Loss of public trust	medium	Adherence to code of conduct, standards board requirements.	Annual review
20	Accurate recording of council business	Confusion, potential legal action	low	Audio recorded for accuracy, distributed internally for amendments, approved and authorised at following meeting	Each following meeting
21	Meeting consultation timetables	Lack of influence with partners, lack of credibility	Medium	Ensuring on correct mailing lists, applying for additional time, following the procedural timetables, ensuring councillors are aware	As appropriate
22	Bus shelters and seats	Injury to 3rd parties	low	Regular monitoring and timely repairs	Ongoing

23	Car park		low	Regular maintenance checks and repairs as necessary/required, adherence to regulations, litter collection	ongoing
24	Toilets	Injury to 3rd party	low	Risk assessment in place, contractor briefed, proper products used, regular review of maintenance with timely response.	ongoing
25	Play areas:- Coniston/foreshore/ BMX track	Injury to 3rd party	high	Annual independent safety and condition checks plus safety inspections are carried out monthly and any problems identified and appropriate action taken, timely remedial work carried out	Ongoing/annual
26	Library building	Implication of non-maintenance	medium	Working with Trustees to report issues, structural review, plan for refurbishment, timely repairs	ongoing

27	Sports Hall	Implications of non-maintenance	medium	Working with Trustees to report issues, timely repairs, opportunities taken to improve building stock	ongoing
28	Pavillion and bowling green	Implications of non - maintenance	medium	Working with users to preport issues, timely interventions, opportunities taken to upgrade facilities	ongoing
29	Land and green spaces	Visual and non-maintenance	low	Mowing contract in place and monitored. Consideration given to use of sites, including Dell and old goods yard	ongoing
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