



# **Risk Register**

## **2024/25**

**Introduction**

**This document details risks to Woughton Community Council, work undertaken to reduce / mitigate the risk and details the processes in place whereby the council methodically and systematically manages risk.**

This document is produced annually, to review and address any existing or newly identified risks.

This document uses an approach which identifies and classifies risk based upon the council area they cover, the likelihood of the risk occurring and the severity of the outcome in the event that the risk occurs. This then enables the council to take preventative measures, agreed to key actions and ensure that the council’s activities and plans reflect the reality of delivering our key objectives.

The matrix used is:

PROBABILITY	Very likely	5		<b>B</b>		<b>D</b>	
	Likely	4					
	Unlikely	3	<b>A</b>				<b>C</b>
	Very unlikely	2					
	Almost impossible	1					
				1	2	3	4
			Insignificant	Minor	Significant	Major	Catastrophic
			IMPACT				

Based upon the matrix, risks assessed would be:

A – Unlikely to happen and insignificant risk = No action needed (3)

B – Very likely to happen, but minor impact = review and change if possible (10)

C – Unlikely to happen, but catastrophic if it did = change necessary (15)

D = very likely to happen and major impact = change essential (20)

Each risk is ‘scored’ – probability x impact = score (in brackets above), with the following thresholds for action:

Below 10 – no action needed

10 – 14 – review and adjust if possible, but tolerable

15 – 19 – review needed and actions to be taken to mitigate

20 or above - immediate action needed

The following pages detail the risks identified, any controls in place, and further actions needed, date for review and officer / committee responsible.

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Outcome	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
1	Assets	Council Offices, The Hub, Garraways	Building rendered wholly or partly unusable due to fire, flood, infestation or other event	2	5	10	Operational, reputation, legal, financial	Effective building design, fire systems, security systems, regular checks, pest control, business continuity plan, emergency plan, insurance	Regular reviews, monitoring of controls	Regular (annual) review of all controls, oversight by committee re: insurance and emergency plans, systems maintenance	Council Manager / Operations
2	Assets	Youth Service Building, No 95 Jonathans	Building rendered wholly or partly unusable due to fire, flood, infestation or other event	2	4	8	Operational, reputation, legal, financial	Effective building design, security systems, regular checks, pest control, business continuity plan, emergency plan, insurance	Regular reviews, monitoring of controls	Regular (annual) review of all controls, oversight by committee re: insurance and emergency plans, systems maintenance	Youth Manager / Services / Operations
3	Assets	Community Centres (EAC, NFMP, CHMP)	Building rendered wholly or partly unusable due to fire, flood, infestation or other event (including damage by hirers). Liability shared with landlord (MKC)	2	3	6	Operational, financial, legal	Effective building design, security systems, regular checks, pest control, business continuity plan, emergency plan, insurance and hirer checks / caretaking staff	Increased monitoring and review of current arrangements	Review of all contracts and maintenance schedules, robust vetting of hirers, additional security measures	Operations Manager / Services / Operations
4	Assets	Tinkers Bridge Community Centre	Building rendered wholly or partly unusable due to fire, flood, infestation or other event (including damage by hirers). WCC fully responsible for this building	2	5	10	Operational, reputation, legal, financial	Effective building design, security systems, regular checks, pest control, business continuity plan, emergency plan, insurance and hirer checks / caretaking staff	Increased monitoring and review of current arrangements. Regular checks on insurance levels	Review of all contracts and maintenance schedules, robust vetting of hirers, additional security measures. Proactive approach to maintenance	Operations Manager / Services / Operations
5	Assets	Landscaping Depot, Rochfords, Coffee Hall	Building rendered wholly or partly unusable due to fire, flood, infestation or other event (including damage by hirers).	2	3	6	Operational, financial, legal	Use of 'container' approach reduces all risks. Security fences, floodlights and CCTV will all provide additional benefit.	Regular review, correct storage of equipment to reduce risk	Records kept by Landscape Manager, reviewed via 1:1's, oversight via Services Committee	Landscape Manager / Council Manager / Services
6	Assets	Vehicles: Landscape Van Landscape Mowers Environment EV Tractor, Trailer	Vehicles involved in accident, damaged through fire / vandalism or otherwise unusable	2	2	4	Operational, legal, financial	Suitable vehicle checks in place daily. Insurance is in place. Parked in CCTV area. Driving policy is enforced. Checks in place.	Regular review of insurances	Records reviewed by H+S Lead, review of all relevant policies	Landscape Manager / Council Manager / Services

## Woughton Community Council – Risk Register – 2024/25

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Outcome	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
7	Assets	ICT systems, including network, backup, telephones, mobiles, server and associated systems	Loss of systems, due to breach of security, damage to equipment or failure of key components	2	4	8	Operations, financial, reputation,	Secure server, with associated cloud backup, suitable software around viruses, etc. Contractor in place to identify and address concerns, suitable IT policy in place	Review of current systems and implementing of new service provider,	Regular systems check, backup to secure storage daily, active monitoring of all ICT systems	Operations Manager / Operations Committee
8	Assets		Failure of phone system, leading to lack of ability to be contacted by partners, public and team members	2	2	4	Operations, Reputation,	Both landline and mobile phones in place, through robust providers. Use of one or other in event of failure. Use of alternative ICT in emergency.	Review of current providers. Ongoing monitoring	Nothing further	Operations Manager / operations Committee
9	Assets		Data breach, loss of data or inappropriate use of data by officer / member leading to action from public, ICO or law enforcement	2	4	8	Operations, reputation, legal, financial	Data Protection / GDPR policies in place. Suitable training for staff / members. Secure email provision in place. Secure servers. Encryption used where necessary.	Review of current provision – delivery of systems that prevent sharing outside council.	New system in place. No personal emails sent on WCC business. Active monitoring of data. Review of relevant policies.	Operations Manager / Operations Committee.
10	Assets	Equipment, including youth, landscaping, environment and general council equipment (e.g. Play Rangers inflatables, landscaping tools, environment dog bins, office laminator)	Loss of equipment due to damage, flood, fire, theft or other unexpected event	2	2	4	Operations	Securely stored. Fire precautions in place, Asset register reviewed regularly and insurance updated accordingly. Sign in / out of equipment in place.	Review of equipment regularly with process in place for updating asset register accordingly.	Annual review in line with insurance process. Oversight via asset register, policy and procedure and 1:1 meetings.	Service Managers / Council Manager / P+R committee
11	Assets		Accident or injury relating to provision of equipment by WCC to officer, member of the public or other person.	2	4	8	Operations, reputation, legal, financial	Regular checks in place. Insurance cover for public / employee liability, safe working practices in place.	Link to asset register with dates of checks.	Annual review in line with insurance process. Oversight via asset register and implementation of new recording procedure.	Service Managers, Council Manager / Services Committee
12	Finance	Loss of monies through theft, fraud or dishonesty	Financial loss, potentially to a level that would impact on the viability of the council	2	4	8	Financial, legal	Robust and regularly updated / reviewed financial policies and processes. Lockable storage for cash deposit, two signature (minimum) for any larger sums, monthly reconciliation, oversight by both officers and members. Fidelity insurance in place and reviewed annually	Annual review of financial regulations, twice annually internal audit / annual external audit, monthly accounts sub sign off	Will form part of the business scorecard meeting, monthly sign off and audit updates	RFO / Operations committee

## Woughton Community Council – Risk Register – 2024/25

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Outcome	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
13	Finance	Failure of bank, inadequate banking arrangements / difficulties with banking communication / arrangements	Inability to make payments in a timely manner, loss of monies, loss of confidence in bankers	1	4	4	Financial, reputation, operational	Review of banking arrangements recently undertaken, assessment of viability and suitability undertaken, regular meetings in place with business banker,	Review annually, address concerns as and when they arise, monitor effectiveness of new bankers	Review in 12 months	RFO / Operations
14	Finance	Failure of sufficient controls leading to inadequate reserves / insolvency	Council becomes financially stretched, leading to service cuts, inability to pay suppliers and insolvency	1	5	5	Financial, operational, reputation, legal	Regular budget monitoring, reporting to committee, oversight by a number of officers / members, robust procedures in place,	Review of processes, regular reviewing / monitoring, involvement of budget holders	Reviewed monthly	RFO / Operations
15	Finance	Inappropriate accounting processes / management / recording	Loss of money, failure at audit, loss of trust in WCC, inability to effectively report financial situation,	2	4	8	Financial, reputation, legal	Monthly reviews and reports, annual policy review, regular training of staff / members,	Continue to review regularly and identify any issues early	Reviewed monthly	RFO / Operations
16	Finance	Inappropriate payments / transfers / spending	Loss of money through wrongful use of council resources, via unauthorised, fraudulent or mistaken payments via cheque, BACS, online transfers or similar	1	3	3	Financial, legal	Two officer authorisation for all payments (with the exception of debit card), debit card payments held by key officers only, monthly reporting and reconciliation, internal and external audit, clear policies in place	Annual review of Financial Regs, continued monthly monitoring of all expenditure.	Monthly reviews and ongoing reporting. Annual audits and monthly reconciliations.	RFO / Operations
17	Finance	Incorrect / non-compliance with regulatory / HR related financial providers (e.g. HMRC, pensions administrator, childcare vouchers, bike loans)	Financial loss (e.g. VAT claims, fines for non-compliance), loss of financial integrity, loss of confidence in systems and processes,	2	3	6	Financial, legal, reputation	RFO / BSO competent and working within agreed SLA's, etc. Policies in place for ensuring compliance and processes well known and used	Review of all processes, diarised timings for actions, regular reporting to Accounts Sub	Monthly reviews, scorecard target, service plan item, monitored via Acc Sub / Operations, etc.	RFO / Operations
18	Finance	Failure to set appropriate precept	Loss of financial control, impact on service provision / operational elements, reputation impact on WCC, potential for multi-year impact	2	4	8	Financial, operational, reputation,	Robust budget setting process, with involvement from key officers and committees. Three year budget plan in place, to enable effective planning. Already a high p[receptor,	Clearer process for budget setting, with plan in place for 19/20 programme. Link to service aspirations.	Review annually. Budgetary process in place. Plan alongside Service Plan aspirations	RFO / CM / Full Council

## Woughton Community Council – Risk Register – 2024/25

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Outcome	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
								so smaller percentage rise possible.			
19	Finance	Failure to set a realistic budget – either income or expenditure	Financial loss, lack of sustainability, potential impact on service provision, impact on local residents	2	4	8	Financial, reputation, operational	Robust budget setting process in place, with oversight from committee and Full Council. Linked to service delivery and Service Plan, so reflective of realities	Monthly review against current budget, enabling effective planning based on current year.	Monthly checks / reviews	RFO / Full Council
20	Finance	Failure to spend / account for specific funding correctly (e.g. grants, S106, etc)	Clawback of monies, loss of spending power, inability to drawdown additional funding,	2	3	6	Financial, operational, reputation	Specific budget codes for specific funding, suitable record keeping in place, policy and process for grant management	Review of policy and process, specific coding and accounting within monthly reporting,	Annual review. Monthly reporting. Oversight by Accounts Sub	RFO / Operations
21	Finance	Insurance	Insurance is insufficient or inappropriate, leading to a lack of suitable coverage in the event of a need to make a claim – public, employees or otherwise.	1	5	5	Financial, reputation, legal	Insurance is reviewed annually, with relevant discussions taking place to ensure suitability and specialist insurance used.	Annual review	Checked via competitive tendering / reviewing of all options each year	RFO / Operations
22	Finance	Ensuring best value / spending of public money	Additional monies are spent on poorer quality providers, inadequate provision or otherwise sub-par resources. That contractors take action if not followed correctly	2	2	4	Financial, reputation, operational	Processes laid out in Financial Regulations and policy and processes in place to ensure spending is controlled, planned and follow best practice guidelines.	Review of policy. Ongoing monitoring of processes. Internal and external audit	Monthly checks at Accounts Sub. Annual checks to ensure compliance. RFO oversight with BSO support	RFO / Operations
23	Governance	Councillor roles inadequately performed	Council fails to meet basic expectations (e.g. quorate meetings, accurate recording of Conflict of Interests, etc) leading to challenge of decision making	2	4	8	Operational, reputation, legal	Clear training programme in place, with expectations detailed. Experienced councillors in place. Strong management team and good links to relevant external organisations (SLCC, NALC, etc..)	Review of current policy. Programme review for May elections. Maintenance of relationships	Monitoring of attendance, feedback from councillors, attendance at training sessions,	Council Manager / Full Council
24	Governance	Failure to attract new councillors for any vacancy	Not a quorate council. Unable to make effective and legally binding decisions. Unable to be considered a 'quality council'.	1	5	5	Operational, reputation, legal	Not an issue to this point. Continuing work to ensure local people are aware of and engaged in local council practices. Support for potential new councillors in place. Attractive 'package' for people joining the council	Continue as is, but review in May following elections	Review of elected / co-opted membership post May 2019	Council Manager / Full Council.

## Woughton Community Council – Risk Register – 2024/25

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Outcome	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
25	Governance	Failure to comply with relevant legislation and policy	Data Protection / GDPR – potential for financial penalties and censure of council / officers / members	2	3	6	Reputation, legal, financial	Considerable work undertaken. Policies and processes in place. Training undertaken by key officers and some councillors	Further training to take place, including Councillor Induction. Changes to IT provision in hand.	Regular review during implementation phase. Monitoring of training. Annual IT provision review.	Ops Manager / Operations
26	Governance		Freedom of Information – potential for penalties to be enforced	1	3	3	Reputation, legal, financial	Published policy, regularly reviewed, monitored by CMSO and Council Manager	Monitor and review	Annual review check and report on FOI requests	CMSO / Council Manager / Operations
27	Governance		Standing Orders – failure to comply and therefore have decisions challenged / overturned	2	2	4	Reputation, legal	Standing Orders in line with NACL best practice and agreed annually by Full Council. Reviewed with updates and used within all council meetings and decision making	Review and monitor	Annual review and update at AGM	Council Manager / Full Council
28	Governance		Financial Regulations – please see above (items 12 – 22). Non compliance with our financial regulations and associated issues arising from this.	2	4	8	Legal, financial, reputation	Financial regs reviewed annually and at the heart of all fiscal policy and procedure. Managed and monitored by regular returns, monthly reports to committee, RFO oversight and internal / external audits.	Review and monitor. Update in line with best practice / new regs.	Annual update, monthly reconciliations and reports to Accounts Sub / Operations / Full Council.	RFO / Council Manager / Operations / Full Council.
29	Governance		Other regulations and policies	2	3	6	Legal, financial, operations, reputation	All policies and procedures are reviewed inline with agreed timescales. Where appropriate, relevant specialist knowledge is obtained (e.g. Peninsular, NALC, solicitor, etc.). Robust processes in place with oversight via relevant committee.	Regular reviews, recorded and noted within committees.	Monitoring of review cycles, with every policy / procedure noted with agreed date, review date and signed when review undertaken.	RFO / Council Manager / Operations
30	Governance		Incorrect recording of minutes	1	3	3	Legal, reputation,	Experienced minute taker in place and oversight provided by both Council Manager and relevant committees. Any	Council Manager undertaking CiLCA, to	Continue as is	Council Manager / Full Council / committees

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Ref	Area	Specific Risk Area	Potential Consequence	Probability	Outcome	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
31	Health and Safety	Failure to comply with RIDOOR, COSHH or other areas of H+S legislation	Harm caused to employee, councillor, contractor or member of the public. Potential for legal action. Censure by H+S executive / MKC Environmental Health	1	5	5	Legal, operational, financial, reputation	Full H+S policy in place. NIBOSH trained staff member leading on H+S. Relevant recording and management processes in place and monitoring taking place on all relevant areas.	Monitor and review	Annual reports to relevant committee. Annual review of policy and procedure.	H+S Lead / Council Manager / Ops Manager / Operations
32		Ineffective fire safety equipment or systems	Serious injury or death of employee, councillor, contractor or member of the public. Damage to property. Failure to comply with legislation leading to prosecution / action from authorities	1	5	5	Legal, financial, operational, reputation	Fire systems and equipment all under contract for maintenance. Regular fire alarm testing in place, including evacuations.	Monitor and review	Annual report to relevant committee. Review of all records. Liked to H+S policy review and recommendations from contractors.	H+S Lead / Council Manager / Ops Manager / Operations
33		Failure of equipment, failure to use equipment in correct manner, failure to check equipment in line with guidelines.	Damage caused to equipment, to individuals or to other buildings / items, leading to claims against the council	2	4	8	Legal, financial, operational, reputation	Equipment is maintained and logs kept to monitor as such. Regular checks undertaken to relevant equipment. PAT testing in place. Relevant equipment only used by trained personnel.	Continue to monitor and record checks.	Annual report to relevant committees. Training records updated.	H+S Lead / Council Manager / Ops Manager / Operations
34	Other	Impact of Brexit – unclear as to impact on staffing, wages, income, legislation changes, etc.	Increased costs, reduced income, more difficulty in appointing suitable staff, changes in legislation having financial impact	2	3	6	All risk areas	Robust processes in place, but difficult to fully assess impact at this stage. May be little or no impact, may be considerable.	Monitor and respond accordingly	Await Brexit and assess any further actions at that time. Likely to take a number of years to fully realise impact.	
35	Other	Loss of equipment issued to officers / councillors upon their leaving	That IT / comms equipment and other items are not returned, leading to financial loss to the council. That branded goods / IT cards are not collected in and are then used to represent the council by unauthorised people That keys / fobs issued are not returned, enabling	1	3	3	All risk areas	Processes in place to monitor all equipment and resources that are issued to individuals – all equipment is issued and signed for, with a similar process to sign back in on day of leaving. Contractual agreement in place with officers and councillors stating expectations in this area.	Review resources issued prior to January 2018 to update asset list and provide full coverage within new policy and processes.	All equipment to be registered and signed out by end of 2018/19 financial year, to provide full coverage of policy and process.	Ops Manager / Operations



## Woughton Community Council – Risk Register – 2024/25

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Outcome	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
			unauthorised people access to WCC buildings / vehicles.								
36	Other	Equipment failure – IT or comms equipment (telephony system) fails for more than a day, leading to inability to provide services / contact s effectively.	Public unable to contact us. Officers / members unable to communicate effectively. Lack of access to Company Drive / Shared information. Email communications being missed, Potential for essential and urgent communications to be overlooked, leading to additional damage to reputation / activities / etc.	2	4	8	All risk areas	Multiple back up systems in place, ensuring that information is securely stored and accessible from other venues. Alternative premises available with IT in place in event of systemic failure. Both landline and mobile phones in case on single system failure. IT based telephony also possible if necessary.	Review of IT systems and cloud based back up in process. Review of mobile providers and telephony options in place. Different mobile networks in place in case of single provider failure	Annual review of provision. Log of IT / comms issues maintained. IT policies in place to reduce risk of network infection/ virus issues.	Ops Manager / Operations
37		Failure to comply with legislation / Non-compliance with policy and procedure	Legal action being taken against the council from staff member Ensure from employment tribunal and potential costs associated Other legal ramifications from external organisations (e.g. Living Wage Foundation, Unions, etc.)	2	3	6	All risk areas	HR advisors in place with relevant legal support and insurance coverage. Review of all documentation and policies undertaken regularly. Dedicated Operations Manager taking control of all HR issues. Robust sickness management processes in place.	Regular reviews and updating of polices and processes, in partnership with Peninsular HR. Contact with legal advisors in cases of concern, prior to actions being taken	Review of P+P at relevant committees. Annual review of HR with Peninsular.	Ops Manager / Operations
38	Human Resources	Staff absence / long term sickness	Financial impact on council, inability to deliver agreed services / contracts, reputation risks with partners / public, impact on key areas of responsibility (e.g. cleanliness, provision of youth activities, etc.)	2	3	6	All risk areas	Current staffing provision allows for sufficient 'cover' in the event of most service based staff. Senior Managers absence can be managed in the short-term through 'upgrading' of other officers and use of external support. Systems in place to ensure effective support / management of absences where appropriate.	Business Continuity Plan being developed to cover these eventualities. Additional budget heading for 'essential staff cover' to be considered for 19/20 budget	Business Continuity Plan in place by Dec 2018 for agreement by Operations 3 <sup>rd</sup> Dec and Full Council 14 <sup>th</sup> January 2019.	Ops Manager / Operations
39		Inability to recruit appropriate staff members	Inability to deliver services / comply with regulations / effectively operate as a council	1	4	4	All risk areas	Good terms and conditions for staff. Good reputation locally. Limited	Monitor and evaluate against similar posts.	Address if and when an issue. Consider	Ops Manager / Operations

## Woughton Community Council – Risk Register – 2024/25

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Outcome	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
40	Other	Devolution of services – taking on additional demands to replace services currently provided by MKC	Financial impact of unwise / unplanned decisions with regard to taking on additional work (e.g. play parks, waste management. Etc.)	2	4	8	Operational, financial, reputation	Project planning template in operation. Fully costed proposals essential prior to any decision. Committee and Full Council oversight of any new projects taken on. Full cost recovery model expected, unless prior agreement from oversight committee	Proposal template for councillors prior to any officer action being taken, to reduce wasted time.	Sanity check prior to any agreement. Oversight of any new proposal via committee and following officer recommendation.	Council Manager / Full Council
41		Failure to communicate / engage with community members effectively	Lack of commitment from community to WCC activities. View of council as distant and unrepresentative. Failure to deliver what is wanted / needed by community.	2	2	4	Reputation	Service plan item in place and focus agreed for coming year. Regular communication via Gazette, website and social media. Communication and Engagement Plan in place.	Consideration of appointment of specialist engagement contractors to provide consistent and targeted engagement.	Level of feedback from local community members. Feedback with regard to specific areas (e.g. budgets, service plans) and suitable policy to ensure feedback is heard and actioned.	Council Manager / Full Council
42		Failure to have Council Manager CiLCA qualified	Lose General Power of Competence and therefore ability to continue to deliver services and support in the most effective way.	2	3	6	Operational, financial, legal	Current Council Manager has CiLCA qualification and GPoC has been declared. Recruitment of any future Manager to include CiLCA as essential element. Additional staff training in place for further CiLCA trained managers.	Consideration within training plan for additional officers to undertake CiLCA	Regular review of GPoC, with annual declaration.	Council Manager / Full Council
43	Comms	Media coverage that is negative towards WCC	Reputation is impacted, with potential for loss of contracts, staff, councillors and local public to support the endeavours of the council.	1	4	4	Reputation. Operational, financial	Good relationships maintained with local press. Agreed processes in place for responding to press / media contact. Effective delivery in place for services and processes. Good reputation locally for service delivery.	Positive press releases to be sent fortnightly to maintain, improve local reputation, reducing risk.	Monitor and address if and when an issue	Council Manager / Full Council

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44		Social Media coverage	Impact on community cohesion, reputation of WCC, slandering of individual officers / members, inappropriate comments from WCC	2	3	6	Reputation, legal	Social media policy in place. WCC social media well controlled. Monitored daily to ensure suitability. Move from person to page has taken place, further reducing risk	Weekly review of content and plans for coming week / month / year to be developed	Monitor and address if issues arise.	Council Manager / Operations
45	Comms	Lack of communication with local residents	Reputation is impacted. Lack of effective consultation and therefore influence from local people. View that WCC isn't delivering. Lack of democratic process.	2	3	6	Reputation, operational	Comms Policy in place. Gazette quarterly. Website and social media used. Regular forums and events to encourage feedback. Survey Monkey account and use enabled. Feedback provided when comments / suggestions made.	Improvements to Website and its use. Review of Gazette and content. Regular 'open' sessions to enable two way discussion and communication. Use of trailer to further engage	Review of all communications with clear targets for engagement and feedback.	Council Manager / Operations
46		Poorly managed complaints system	That people don't feel listened to or heard, that there is failure to comply with our internal processes and potential for censure / action within standards board (for councillors) or internal processes (officers)	1	3	3	Reputation, operational	Detailed policy in place and managed by senior staff. Openness culture and willingness to accept when things go wrong. A learning culture, promoting above.	Reports to committees regarding complaints where necessary.	Monitor and review annually.	Council Manager / Operations
47	Audit	Failure to meet agreed standards within internal or external audit, challenge of accounts via auditing process / qualified accounts via same	Accounts are not accepted. Council is not considered 'quality'. Loss of accreditation. Impact on reputation. Censure from LGA or similar.	1	4	4	All risk areas	Relevant policies and processes in place and monitored regularly via processes and committees. Acceptance that if issues arise, actions to treat and address will be taken.	Review at each audit, addressing any issues and managing any suggestions.	Monitor annually.	Council Manager / RFO / Ops Manager / Operations / Full Council.
48	Services	That the council is unable to deliver agreed services: Landscape (contract) Youth (plan) Youth (contract) Advice (plan) Advice (contract) Wellbeing (plan) Community Fridge	Loss of contracts Loss of good faith Loss of money / income Penalty clauses Reputational damage Lack of support to residents Negative publicity Adverse impact on future precept requests	2	3	6	All risk areas	Robust service planning, HR policies and contingency planning. Sufficient resource and flexibility within workforce to provide cover. Most services provided by choice, rather than contract, reducing risk	Review of contingency planning, service plans and operational plans, adjusting where appropriate.	Monthly Senior meetings, contract reviews and ongoing 1:1 meetings with all officers.	Council Manager / Senior Managers / Services Committee / Full Council.



## Woughton Community Council – Risk Register – 2024/25

		Environment (plan)									
49	Trailer usage	That using the trailer causes accidents, incidents or issues for local communities that negatively impact.	Traffic issues, damage to landscaping, inability to find suitable areas, lack of trained staff to transport / set up the trailer, insufficient staff to support the delivery of the trailer services, unwillingness of officers / members to be involved	2	2	4	All risk areas	Sufficient planning in place for all proposed delivery, with risk assessments in advance. Insurance updated to reflect new delivery. Staff planning taking place, with members also involved within the overall plan. Trailer in for refurbishment, including safety checks and mapping of equipment.	Regular reviewing of activity and benefit to take place. Members involvement to be monitored and reviewed. Encouragement for other orgs and individuals to be involved to share the load.	Monthly reviews and outcomes monitoring. Review of risk assessment once operating.	Council Manager / Community Services Manager/ Services Committee.

This document will be regularly reviewed, taking into account material changes to council activities, legislative requirements, and policy changes or similar. At a minimum, the register will be reviewed annually, as part of the yearly policy document review.

From 2024/25, this document will work in partnership with the Contingency Planning document that details both organisational and service specific contingencies.

<b>Last review date:</b>	Feb 2024
<b>Next review date:</b>	Feb 2025
<b>Lead:</b>	Council Manager
<b>Overseeing Committee:</b>	Full Council
<b>Approved:</b>	
<b>Review cycle:</b>	Annually