

Hassocks Parish Council
Risk Register
Approved **Date** (minute ref)



RISK REGISTER

Risk Scoring Matrix

Impact ↓ / Likelihood →	Low (1)	Medium (2)	High (3)
Low (1)	Low (1)	Low (2)	Medium (3)
Medium (2)	Low (2)	Medium (4)	High (6)
High (3)	Medium (3)	High (6)	High (9)

Risk levels have been assessed using the Impact / Likelihood matrix:
Scores 1–2 = Low, 3–4 = Medium, 6–9 = High.

Risk area	Risk identified	Level of risk (H/M/L)	Management of risk	Action required	Review date
Section one: Areas where there may be scope to use insurance to help manage risk					
Property and contents owned by the council	Loss or damage	H	The Council has an asset register that is updated regularly to reflect new / disposed assets.	Review Asset Register Annually as part of internal audit checks	Mar/Apr 2027
			The Council has adequate insurance cover and the sums insured exceed the value of buildings, contents, assets, and equipment.	Council to approve asset register annually	May 2026
			Adequacy of insurance cover is reviewed as part of internal audit regime.	Ensure insurance cover is adequate annually	May 2026

Damage to third party property or individuals	Public liability	H	£10m public liability insurance in place Contracted WorkNest to provide specialist Health and Safety advice.	Insurance held with Ecclesiastical, renewal date of 1 June 2026, reviewed by Council annually and by Internal Audit checks. Health & Safety Policy reviewed by Council annually.	May 2026 Mar 2027
Consequential loss of income or the need to provide essential services following critical damage, loss, or non-performance by a third party	Public liability	H	Business interruption insurance in place - £10,000 revenue, £10,000 additional increased cost of working	Insurance held with Ecclesiastical, renewal date of 1 June 2026, reviewed by Council annually and by Internal Audit checks.	May 2026
Loss of cash through theft or dishonesty	Fidelity guarantee	L	Fidelity insurance cover in place - £500,000 all employees	Insurance held with Ecclesiastical, renewal date of 1 June 2026, reviewed by Council annually and by Internal Audit checks.	May 2026
Legal liability as a consequence of asset ownership	Public liability	H	£10m public liability insurance in place H&S risk assessments and regular inspections of Council owned sites and machinery. Specialist contractors carry out monthly inspections of children's play equipment and skate park. Remedial works carried out as recommended. Land and building maintenance regime monitored by G&E Committee.	Insurance held with Ecclesiastical, renewal date of 1 June 2026, reviewed by Council annually and by Internal Audit checks.	May 2026
Loss as a result of a cyber attack	Loss or damage	L	Business interruption insurance in place - £10,000 revenue, £10,000 additional increased cost of working The Council uses an IT specialist to advise data security. Anti-virus software is installed and there are daily backs up to the server.	Insurance held with Ecclesiastical, renewal date of 1 June 2026, reviewed by Council annually and by Internal Audit checks. Cloud back-up is also needed. Data audit and archiving to be carried out.	May 2026 May 2026 Mar 2027
Section two: Working with others to help manage risk					

Security for vulnerable buildings, amenities or equipment	Loss or damage	M	The Parish Centre, Sports Pavilion and Garage have security alarms installed. Secure metal container for equipment in the Garage. The security of leased buildings is the responsibility of the tenant.	Annual service of alarm systems reported to G&E.	Apr 2026
Banking arrangements and investments.	Detect and deter fraud and corruption	L	Bank reconciliations present to Council monthly. Internal financial controls for invoice payments and cash withdrawals – dual signatories, quarterly checks by PR&C.	Quarterly checks by PR&C and Internal Audit checks. Investment Policy & Annual Investment Strategy reviewed annually by Council Bank mandate reviewed annually by Council	Apr, Jul, Oct 2026, Jan 2027 Jan 2027 May 2026
Ad hoc provision of amenities / facilities for events to local community groups	Public Liability	L	Hirers are asked to provide copies of their public liability insurance	Ongoing	
Trading units e.g., playing fields, community buildings, burial ground	External contractors for maintenance	L	Contractors supply details of Public Liability Insurance.	Ongoing	
Professional services e.g., architects, accountancy	Poor service or workmanship	L	Standing orders and Financial regs deal with the awarding of contracts Use accredited and qualified professionals Follow tender process and obtain multiple quotes	Financial Regulations and Standing Orders reviewed annually by Council	Jul 2026
Section three: Self-managed risk					
Proper financial records	In accordance with statutory requirements	L	Financial Regulations set our requirements, based on NALC Model template. Quarterly monitoring by PR&C. Review by the Internal auditor Rialtas finance software used for book-keeping records and reporting Audit documentation published on Council website Monthly report to Council listing all payments.	Ongoing. Internal audit review Financial Regulations reviewed annually by Council	Apr 2026 Jul 2026

Business activities	Activities not being with the legal power of the Council	L	<p>Decisions taken by Council with guidance from qualified Parish Clerk.</p> <p>Review by the Internal auditor annually.</p> <p>The Council has adopted the General Power of Competence.</p>	<p>Ongoing.</p> <p>Internal audit review</p>	Apr 2026
Employment law and HMRC regulations	Ensuring that requirements are met	L	<p>Payroll managed by external HR service provider who can offer support and guidance. This includes monthly pension and HMRC remittance figures.</p> <p>Membership of NALC for training, information and advice and template documents i.e., employment contracts.</p> <p>Payroll reviewed by Internal auditor.</p> <p>Employee Handbook covering Health & Safety matters.</p> <p>VAT returns produced through Rialtas reports.</p>	<p>Ongoing</p> <p>Internal audit review</p>	Apr 2026
Precept	Ensuring adequacy of the precept as part of sound budgeting.	L	<p>Draft annual budget and Precept requirement discussed and reviewed by PR&C, prior to formal agreement at Council.</p> <p>Reviewed as part of the Internal audit.</p> <p>Requirements submitted to District Council in timely manner.</p>	Draft budget to PR&C	Nov 2026
Monitoring performance	Failure to deliver against agreed policies	L	<p>Policies are reviewed regularly by PR&C.</p> <p>Staff appraisal system in place to focus on performance targets and outcomes.</p>	Ongoing.	
Grants	Ensuring the proper use of funds granted to local groups in accordance with published Grant Conditions	L	<p>All Community Grants based on approved form, last updated in 2025.</p> <p>Criteria published on the Council's website.</p> <p>Decisions taken by Council and minuted.</p>	Community Grants rounds	Sept 2026 Jan 2027
Council minutes	Proper, timely and accurate reporting of the Council business in the minutes.	L	<p>Minutes are circulated to Cllrs and posted on the website for public to see with full agenda packs as per Transparency Code.</p>	Ongoing.	

Rights of inspection	Proper exercise of public rights for Council accounts	L	Parish Clerk follows the requirements from the External Auditor regarding the publication of accounts. Internal auditor verifies that correct processes have been followed.	Publish in line with External Audit requirements.	Aug 2026
Document control	Proper systems	L	Signed minutes are kept on file. Document Retention Policy in place to govern document management and disposal. Confidential waste service provided by external contractor.	Ongoing	
Register of Members Interests, Gifts & Hospitality	In place, complete, accurate and up to date	L	Declaration of Interests published on website.	Cllrs to review details for MSDC	May 2026
Compliance with Transparency Code	Not published	L	The Council has published the necessary information on the website.	Publications Scheme reviewed annually by PR&C	Nov 2026