

RISK REGISTER

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
Financial Risks									
F1	Major fraud or corruption Employee commits fraud – bank account or petty cash	3	4	12	Town Clerk Finance, Policy & Resources Committee	<p>Invoice approval process for Officers.</p> <p>Changes to banking details of suppliers are checked.</p> <p>Payment processing is checked by 2 Officers.</p> <p>Payments and cheques are signed by 2 approved Councillor signatories.</p> <p>Payments are subject to scrutiny by the Finance, Policy & Resources Committee.</p> <p>Monthly banking reconciliations submitted for checking by Finance, Policy, & Resources Committee.</p> <p>Forecast vs actual reports analysed by Finance, Policy, & Resources Committee</p> <p>Fidelity insurance in place</p> <p>Petty Cash reconciled monthly and checked at every transaction.</p>	<p>Councillor checks</p> <p>Financial Regulations</p> <p>Internal/External audit regime</p> <p>Internal Controls reviewed at least annually</p> <p>Payment limits set within online banking</p> <p>Petty Cash limited to £200</p>	4 (1x4)	<p>Financial errors identified.</p> <p>Inability to meet financial obligations.</p> <p>Police/legal action implemented.</p>

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F2	Financial errors leading to unexpected losses or inability to achieve approved projects Errors leading to loss of finances	3	5	15	Town Clerk Finance, Policy & Resources Committee	<p>Training provided to officers.</p> <p>Changes to banking details of suppliers are checked.</p> <p>RFO signs off all invoices</p> <p>Payment processing is checked by 2 Officers.</p> <p>Cheques are signed by 2 approved Councillor signatories.</p> <p>VAT reclaimed on a quarterly basis.</p> <p>Sector specific accounting software used</p> <p>Weekly bank checks for balance levels</p> <p>Payments are subject to scrutiny by Finance, Policy & Resources Committee.</p> <p>Monthly banking reconciliation and budget vs actuals checked by Finance, Policy & Resources Committee.</p> <p>Three-year reserves plan to monitor project</p>	<p>Councillor checks</p> <p>Financial Regulations</p> <p>Internal/External audit regime</p> <p>Internal Controls reviewed at least annually</p> <p>Payment limits set within online banking</p>	6 (2x3)	<p>Financial errors identified.</p> <p>Inability to meet financial obligations.</p>

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						commitments and predict long term reserves General reserves policy in place to ensure 6 months costs protected.			
F3	Inadequate cash resources	3	2	6	Town Clerk	Cash float kept in the safe. Float is balanced with every transaction and reconciled monthly. Petty cash kept at £200 max Credit accounts held with local suppliers to reduce the requirement for cash funds	Financial Regulations Internal/External audit regime	4 (2x2)	Unable to meet cash demands
F4	Lack of clarity of financial information provided to Councillors	3	3	9	Town Clerk	Sector specific accounting software used Open questioning of financial data supplied Training on request	Scrutiny by Finance, Policy & Resources Committee. Read only access to accounting software for all councillors.	4 (2x2)	Queries from Councillors
F5	Lack of advice Councillors not provided with key documents or advice prior to a meeting	3	4	12	Town Clerk	Town Clerk to provide reports for key decisions Advice to be in writing and available to all Council/Committee Members	Reports Written advice	6 (2x3)	Deferring of decisions Complaints from Councillors
F6	Financial failures of key tenants/stakeholders	3	5	15	Town Clerk Finance, Policy &	Councillor representatives on sports groups	Councillor representatives Financial reports	8 (2x4)	Non-payment of rent

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	Failure of the Old Court House tenant/s or sports club tenants to meet with rent or financial obligations of the site				Resources Committee	Debt management system in place Annual Inspection of assets and reporting of inspections for Council review.			Repairs not undertaken to assets
F7	Project or service failure due to inadequate funding	3	5	15	Town Clerk Finance, Policy & Resources Committee	RFO to monitor Budget and report to every Finance, Policy and Resources Committee. Finance, Policy and Resources Committee to scrutinise the budget to ensure services are met. Review of the three-year reserves plan by all committees and scrutinised by the Finance, Policy and Resources Committee to ensure adequate funding available. Three-year reserves plan ring fences project expenditure and predicts reserves balances. Review of budget and three-year reserves plan at annual precept setting to ensure financial	RFO Budget monitoring Scrutiny by Finance, Policy & Resources Committee. Financial Regulations Annual precept setting review	8 (2 x4)	Failure to deliver a service Project cancellation due to insufficient funds

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						provision for services and projects is adequate.			
Risks to Assets									
A1	Play Parks Major risk – Injury to user due to faulty equipment	4	4	16	Town Clerk Community, Recreation & Amenities Committee	<p>A minimum of one weekly visual inspection is conducted by trained ground staff who inspect the Play Parks. Parks checked twice weekly for debris/litter/glass.</p> <p>Trained contractor support if play inspections outsourced.</p> <p>Weekly written reports submitted.</p> <p>Small repairs are carried out by ground staff with more significant repairs carried out by contractors.</p> <p>An annual inspection of the Play Parks carried out by a qualified inspector supplied by ROSPA.</p> <p>Refurbishment programme of 2 Play Parks completed.</p> <p>Grassed areas are regularly maintained by</p>	<p>Monitoring by Community, Recreation and Amenities Committee.</p> <p>Where applicable Bingham Town Council subject to terms of lease.</p> <p>Annual review of asset register by Finance, Policy & Resources Committee</p> <p>Insurance provision</p> <p>Public Liability</p> <p>Weekly visual inspections</p> <p>ROSPA Reports</p> <p>Accidents reported are logged and insurance is informed</p>	9 (3x3)	<p>Complaints from members of the public.</p> <p>Accident or Injury reported</p>

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						<p>Grounds staff in accordance with the season.</p> <p>Provision in budget for repairs and maintenance and any refurbishment program.</p> <p>Land and play equipment included on asset register</p>			
A2	<p>Sports Clubs sites</p> <p>Building and grounds assets not maintained and fall into disrepair</p> <p>Open spaces not suitable for public access due to lack of care</p>	3	4	12	<p>Town Clerk</p> <p>Community Recreation & Amenities Committee</p>	<p>Club pavilions are subject to annual inspections in accordance with the terms of the lease.</p> <p>The Rugby Club Pavilion is the subject of re-development plans. Building condition survey in 2022 identified issues and funding granted for remedial works.</p> <p>Pitches, grassed areas and any shrubbery is maintained in accordance with the season and the terms of the lease.</p> <p>Provision made in budget.</p> <p>Clubs to have insurance including public liability insurance in place</p>	<p>Monitoring by Community, Recreation and Amenities Committee.</p> <p>Plans to update both leases with the Sports Clubs</p> <p>Annual review of asset register by Finance, Policy & Resources Committee.</p> <p>Surveys/Inspections</p>	9 (3x3)	<p>Councillors and/or Sports Club Committee identify a need to upgrade amenities</p> <p>Reports from staff, club members or public</p>

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						<p>Wynhill Committee created to oversee the plans to re-develop/replace the pavilion.</p> <p>The Old Pavilion Storage facility at Butt Field is the subject of re-development plans. Planning granted for new facility to be installed 2025/2026</p> <p>The Community, Recreation and Amenities Committee and Town Councillor Representative to review updates.</p>			
A3	<p>Cemetery & Closed Churchyard</p> <p>Errors in documentation causing financial risk to the Council or further distress to grieving families</p> <p>Grave collapse</p> <p>Dangerous memorials</p> <p>Trip/fall hazards</p> <p>Changes in legislation for ground water</p>	4	4	16	<p>Town Clerk</p> <p>Community, Recreation & Amenities Committee</p>	<p>Bingham Town Council is the Burial Authority.</p> <p>Town Clerk, Admin Assistants are externally and internally trained in cemetery management and operation. ICCM review completed in 2023 with recommendations managed by Community, Recreation and Amenities Committee.</p> <p>Grounds staff check and maintain the upkeep of the area, including path checks</p>	<p>Monitoring by Community, Recreation and Amenities Committee</p> <p>Annual review of asset register by Finance, Policy & Resources Committee.</p> <p>Insurance provision</p> <p>Public Liability</p>	12 (3x4)	<p>Complaints from members of the public or Funeral Directors.</p> <p>Accident or injury reported</p>

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	Changes in legislation for grave sizes					<p>Provision made in budget</p> <p>External testing of all memorials. Scheduled for Oct/Nov 2025.</p> <p>Graves shored and prepared by experienced contractor</p> <p>Water investigations to prepare for potential legislation changes.</p> <p>Land for a new cemetery to be investigated. Crown Estates informed March 2025 of the requirement for future cemetery land.</p> <p>Pathway inspections of both sites are completed quarterly.</p> <p>Boundary wall inspections of the Churchyard completed in 2024 and plans progressed in consultation with the Diocese to plan repairs.</p> <p>Wall monitoring of East Street wall by ground staff.</p> <p>Heritage repairs commenced Sept 25 with</p>			

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						faculty licence. Additional repairs scheduled Spring 2026.			
A4	<p>Linear Park</p> <p>Open space not suitable for public access due to lack of care</p> <p>Trees falling</p> <p>Access steps, retaining walls and banisters</p>	3	3	9	<p>Town Clerk</p> <p>Community, Recreation & Amenities Committee</p>	<p>Friends of Bingham Linear Park and Ground Staff inspect and make the Council away of any issues.</p> <p>Grounds staff cut grass along a section of the Park and respond to requests made via Friends of Bingham Linear Park Committee.</p> <p>Provision made in budget Public, Friends of Linear Park and ground staff reports of trees are actioned in house or by the Council's contractors.</p> <p>Tree survey takes place on an annual cycle of winter/summer check</p> <p>Repairs as required and with multiple entrances, closure of those identified as risks whilst repairs are arranged.</p> <p>Weekly monitoring of main Tithby Step entrance in place and progressing with structural engineers</p>	<p>Monitoring by Community, Recreation and Amenities Committee</p> <p>Annual review of asset register by Finance, Policy & Resources Committee.</p> <p>Friends of Bingham Linear Park follow a Management Plan</p> <p>Work is happening in collaboration</p> <p>Tree Survey</p> <p>Public Liability</p>	4 (2x2)	<p>Complaints from the Friends of Linear Park Committee, Ground staff and/or members of the public.</p> <p>Residents abutting the Linear Park access the Park to cut back trees which can negatively impact the eco-system</p>

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						for a replacement retaining system.			
A5	Old Court House Failure of electrical/heating/security systems Building falling into disrepair	3	4	12	Town Clerk Finance, Policy and Resources Committee	General monitoring of condition of building Contractors carry out maintenance checks of equipment/systems as determined by their maintenance schedule Provision made in budget Building survey completed in 2023 to plan for long term maintenance and re-instatement costs PAT Testing carried out inhouse or by a competent contractor.	Monitoring by Finance, Policy and Resources Committee Annual review of asset register by Finance, Policy & Resources Committee. Insurance provision Public Liability	9 (3x3)	Noticeable decay in building fabric Complaints from staff, tenants or room hire groups
A6	Allotments Unattended/poorly kept allotments Tenant disputes	2	2	4	Town Clerk Community, Recreation & Amenities Committee	Allotment Holder Association in place although not all allotment holders are members. Tenancy agreements reviewed in 2024 with consultation taking place with tenants. New tenancy agreements approved for 01 January 2025. Council membership of the National Allotment Society for advice	Monitoring by Community Recreation and Amenities Committee Terms of lease from Rushcliffe Borough Council. Annual review of asset register by Finance, Policy & Resources Committee.	2 (1x2)	Conflict between allotment holders Allotments become vacant or are left in a dormant state Review of tenancy agreement in 2022 with assistance of National Allotment Society

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						<p>Provision made in budget</p> <p>Twice monthly site visits by Staff completing Grounds maintenance.</p> <p>Officers attend site for meetings regarding tenant disputes. Community, Recreation and Amenities Committee to consider any unresolved disputes.</p> <p>Policy for waiting list allocation, including current tenants expressing interest in larger/smaller plot.</p> <p>Policy for untidy/unattended plots to be introduced in 2025 to formalise the process undertaken.</p>			
A7	<p>Warner's Paddock</p> <p>Open space not suitable for access due to lack of care</p> <p>Insurance risks</p>	1	1	1	<p>Town Clerk</p> <p>Community Recreation & Amenities Committee</p>	<p>Land leased from Crown Estate on a long-term grazing tenancy</p> <p>Ground staff maintenance regime whilst site not tenanted</p> <p>Tree survey takes place on an annual cycle of winter/summer check</p>	<p>Monitoring by Community, Recreation and Amenities Committee</p> <p>Ground staff site visits</p> <p>Annual review of asset register by Policy and Resources Committee</p> <p>Tree survey</p>	1	<p>Tree damage</p> <p>Site vacated by grazing tenant</p>

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						Unauthorised access limited by locked gates and fence repairs when required.			
A8	Other pockets of land either leased or owned Poor maintenance	1	1	1	Town Clerk Community, Recreation & Amenities Committee	Grounds staff check and maintain the upkeep of these areas. Provision made in budget	Monitoring by Community, Recreation and Amenities Committee Terms of lease Annual review of asset register by Finance, Policy & Resources Committee. Public Liability	1	Complaints from members of the public
A9	Former Allotment site Contamination – unauthorised site access by the public	3	4	12	Town Clerk Community, Recreation & Amenities Committee	Site perimeters have locked metal fencing to prevent access. All site access recorded with RBC Environmental Health Ground staff visual checks undertaken	On Rushcliffe Borough Council's Contaminated Land Register Annual review of asset register by Finance, Policy & Resources Committee. Insurance provision	6 (2x3)	Reports from members of the public regarding potential unlawful access.
A10	Trees Trees falling due to lack of inspection or care	3	3	9	Town Clerk Community, Recreation & Amenities Committee	Tree inspection by professional arboriculturist. Takes place on an annual cycle of winter/summer check allowing inspections to cycle between seasons	Necessary permissions obtained for tree works especially within the Conservation Area. Annual review by Community, Recreation	6 (2x3)	Queries or complaints from members of the public

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						Report of priority actions produced. Trees inspected on receipt of report from public/ground staff Tree works carried out through-out the year by professional arboriculturist or staff Provision made in budget	and Amenities Committee Insurance provision Ground staff visual checks		
A11	Utility Vehicle Breakdown or unroadworthy vehicle	2	2	4	Town Clerk Finance, Policy & Resources Committee	Service at manufacturers recommended intervals Supplier local to area Manufacturer has plant local to area Risk assessments Daily driver checks	Annual review of asset register by Finance, Policy & Resources Committee. Insurance provision Daily check sheet	2 (1x2)	Break down of vehicle
A12	Grounds Maintenance Equipment Failure of machinery or accident due to poor maintenance	2	2	4	Town Clerk Finance, Policy & Resources Committee	Annual Services Maintenance depots local to area Risk assessments Ground staff checks prior to use Breakdown/repairs actioned using service records	Annual review of asset register by Finance, Policy & Resources Committee. Insurance provision Ground staff checks	2 (1x2)	Equipment failure

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A13	Other assets Loss of asset/poor maintenance causing deterioration	2	2	4	Town Clerk Finance, Policy & Resources Committee	Where appropriate service plans in place Risk assessments Checks of all assets by the ground staff	Annual review of asset register by Finance, Policy & Resources Committee. Insurance provision Ground staff visual checks	2 (1x2)	Equipment failure
Staffing Risks									
S1	Staff - contracts of employment Failure to follow employers' legal obligations	3	3	9	Town Clerk Finance, Policy & Resources Committee	Staff have written statement of terms in place. Council approved contract in place for all new starters. Town Clerk issues with new starter information on first day of employment.	All staff have written contracts on commencement of employment. Observing NJC terms in line with employees with contracts HR Committee reviews	2 (1x2)	
S2	Staff holidays / illness Failure to deliver Council services due to shortage of staff.	3	3	9	Town Clerk	Holiday rota system in place 3 x P/T Officers and 1 F/T Officer to provide coverage Locum meeting support sought for the Clerks holiday/sickness. 2 x F/T Grounds staff allows for a limited level of cover with a reduced service during holidays/sickness	HR Committee. Holiday rota Locum support for Clerk's leave if required Ground staff covered by contractors during leave if required	6 (2x3)	Office closures Query/complaints from members of the public Reduced service levels for Cllrs

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						Local Contractor support accessed for delivery of council services when required			
S3	<p>Failure to retain/recruit key staff</p> <p>Staff leaving due to an unfulfilling work environment.</p> <p>Failure to recruit due to reputation or lack of desirable position</p>	3	5	15	<p>Town Clerk</p> <p>Finance, Policy & Resources Committee</p>	<p>Review job descriptions</p> <p>NJC terms and conditions</p> <p>Local government pension scheme offered</p> <p>Recruitment services from outside agencies enlisted if required</p> <p>Appraisal process and regular contact meetings</p> <p>Staff meetings</p> <p>Independent review undertaken of senior roles in 2021</p> <p>Appropriate notice periods in place for senior staff</p> <p>HR Committee informed of any staff concerns</p> <p>Clerk concerns voiced to the HR Committee</p> <p>Health Assured available via Croner for all staff</p>	<p>Seek advice from HR Consultants</p> <p>Council reviewing staffing structure</p> <p>Appraisals</p> <p>Regular staff meetings</p> <p>Recruitment assistance from experienced contractor</p> <p>Health assured</p>	9 (3x3)	<p>Staffing issues</p> <p>Capacity issues</p> <p>Stress levels</p> <p>Staff absence</p> <p>Incomplete or time delayed work</p>
S4	Failure to communicate effectively with staff	4	4	20	Town Clerk	Strategic direction set by Council	HR Committee to support Clerk	9 (3x3)	Appraisal process

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	Deflated workforce leading to grievances or resignations				Finance, Policy & Resources Committee	Contact meetings with Clerk and Mayor or Chair of HR Regular staff meetings and individual contact Appraisals	Clerk to write staff reports to HR Committee Appraisals		Town Clerk feedback Incomplete or time delayed work Stress Levels Grievance or Resignation
S5	Failure to communicate effectively between staff Deflated workforce leading to grievances or resignations	3	4	12	Town Clerk Finance, Policy & Resources Committee	Staff Handbook to confirm process for raising concerns relating to the Town Clerk Full time Clerk in place to support all staff HR Committee formed to oversee staffing One to one meetings with staff Regular Staff meetings Clerk to seek remedy for staffing concerns informally Staff Handbook to confirm processes of raising concerns formally	Croner employed as HR consultants and review of handbook taking place for procedures. Seek advice from Councils HR Consultants Reports to HR Committee	6 (2x3)	Atmosphere in office Incomplete or time delayed work Stress levels Staff absence Concerns raised by Councillors and/or members of the public Grievance or Resignation
S6	Failure to provide training /career development (Staff & Councillors)	4	4	16	Town Clerk Finance, Policy &	NALC membership allows Councillors to access training in support of their role.	Appraisal process Training and Development plans	9 (3x3)	Appraisal process Town Clerk feedback

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	Errors due to poorly trained staff or councillors resulting in reputational or financial damage				Resources Committee	<p>NALC training for staff offers sector specific courses to be attended in support of carrying out the Council's functions</p> <p>Appraisals to set out staff training for the year ahead</p> <p>HR Committee to monitor staff training</p> <p>Councillor training monitored by Finance, Policy and Resources</p> <p>Sector specific training opportunities identified shared with Cllrs and Staff</p> <p>The Town Clerk retains membership of the SLCC for training and advice.</p> <p>Training budgets for Councillors and staff reviewed yearly</p>	<p>Training and development policy and commitment</p> <p>Code of Conduct</p> <p>Standing Orders</p>		<p>Complaint from member of the public</p> <p>Councillor acts ultra vires</p>
S7	<p>Excessive levels of stress or other work-related illnesses</p> <p>Deflated workforce leading to grievances or resignations and staff illness</p>	5	4	20	Town Clerk Finance, Policy & Resources Committee	<p>Regular staff meetings with the Clerk if stress identified/reported</p> <p>In the event of the Town Clerk, more frequent meetings with the Clerk's appraisal team</p>	<p>Appraisal process</p> <p>Seek advice from Councils HR Consultants</p> <p>Role of Occupational Health companies</p>	12 (4x3)	<p>Staff absence</p> <p>Staff capacity</p> <p>Incomplete or time delayed work</p> <p>Grievance or resignation</p>

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						Full use of leave allocation Flexibility in working practices as far as practicable SLCC support service Health Assured for all employees	Health assured		
S8	Staffing Capacity Increased stress levels on employees, absence, and sickness. Unresolved capacity issues leading to grievance or resignation	5	4	20	Town Clerk Finance, Policy & Resources Committee	Vacancies to be advertised when position confirmed Additional staff or support taken on for special projects Locum support for the Clerk when required. Project management support engaged for large projects SLCC support service Event assistance from Community Volunteers Senior role has extended notice terms to allow for active recruitment HR committee to monitor staffing concerns	Staff levels to be reviewed within 6 months of vacancies being filled Grounds staff supported by outsourcing areas in response to workload or contractor assistance sourced Appraisal process Projects/additional work considered on its merits Seek advice from HR Consultants	12 (3x4)	Stress levels Staff absence Incomplete or time delayed work Grievance or resignation
IT Risks									

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I1	Failure of back-up systems Loss of Council's data and inability to carry out Councils services	3	4	12	Town Clerk	Cloud back up provision in place in line with IT contract recommendations New sever with share point installed Sept 23. Staff can access documents from any location with wifi	Back up model	8 (2x4)	No back up data
I2	Server failure Unable to access key data for the delivery of Councils services	3	4	12	Town Clerk	Automatic cloud back up regime in place with IT contractor External drive with secondary back up.	Back up model	6 (2x3)	System failure
I3	Data corruption Lost data causing the delay or inability to delivery of Council's services	3	4	12	Town Clerk	Virus controls in place Cloud Back up regime in place	Back up model	8 (2x4)	System failure or corrupted material
I4	Virus or other corruptive elements Loss of data causing the delay or inability to delivery of Council's services.	3	4	12	Town Clerk	Virus controls in force on all work devices Cloud back up regime in place	Back up model Virus protection	8 (2x4)	System failure or corrupted material
I5	Infiltration	3	5	15	Town Clerk	Virus controls in place	Security coded server	8 (2x4)	System failure or corrupted material
I6	Failure to comply with the General Data Protection Regulations and Data Protection Act	3	5	15	Town Clerk	Staff awareness training and advice Policy of reporting data breaches	Training Councillor GDPR compliance	8 (2x4)	Failure notifications received or third party makes

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	Risk to leak of personal data					<p>Employee data access limited to the Clerk</p> <p>Councillors supplied with Bingham Town Council email accounts for protection of confidential information</p> <p>Completion of GDPR forms by all new Councillors</p>			Council aware of issue
17	<p>Failure of IT systems, networks or suppliers</p> <p>Staff unable to access council data</p>	3	5	15	Town Clerk	<p>Equipment agreements in place</p> <p>Technical assistance available with monthly contract in place</p>	Back up model	8 (2x4)	System errors or failure
18	Failure to comply with software licence agreements	3	4	12	Town Clerk	<p>Key consideration in any discussions on IT matters</p> <p>IT contractors in place to advise</p>	Compliance with agreements controlled by Town Clerk	8 (2x4)	Failure notifications or third party makes council aware of issue
19	Access to email system once a Councillor resigns	3	4	12	Town Clerk	<p>Access to email system is revoked with email account locked down.</p> <p>Email account data is stored with IT supplier for a period of 3 years after resignation.</p> <p>Councillors requested to delete digital/paper data in relation to Council business on resignation</p>	Compliance with agreements controlled by Town Clerk	6 (2x3)	Breach of Data Protection

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I10	Inappropriate use of IT equipment/devices Sharing of information from Council devices including recording of others	3	4	12		Council devices password protected to prevent unauthorised access Policy for the use of mobile devices GDPR training for staff	Training Staff handbook	8 (2x4)	
Partnership Risks									
P1	Delay by local authority or other statutory body in carrying out work pursuant to its legal obligations	3	5	15	Town Clerk Committee Chairs	Full consultation with all agencies	Regular Committee reporting Agency consultation processes	6 (2x3)	Complaints from stakeholders Consultation with partners
P2	Strike or other actions by partnership bodies staff	2	4	8	Town Clerk	Regular consultation by Bingham Town Council ensures awareness	Agency consultation processes	6 (2x3)	Complaints from stakeholders Consultation with partners
P3	Police Liaison - Priorities	3	4	12	Community, Recreation & Amenities Committee	Priorities regularly reviewed at Priority setting meetings with local police with Councillor representative in place Police data shared with all councillors on receipt	Regular Committee reporting	9 (3x3)	Increase in criminal activity Increase in complaints
P4	Risk of financial pressures on Bingham Town Council from failure of partner organisations	3	4	12	Town Clerk Finance, Policy & Resources Committee	Bingham Town Council representatives on outside body committees General reserves policy in place to ensure 6 months costs protected.	Copies of minutes etc provided to Bingham Town Council Structured formal reports by Councillors to Council	6	Complaints from stakeholders Contractors make contact with Bingham Town Council

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Reputational Risk									
R1	Failure to identify specialist communication	3	4	12	Town Clerk	<p>Advice of other agencies sought where required</p> <p>Major projects would be subject to communication strategy dependent upon need</p> <p>Specialist communications shared with all Councillors</p>	Agency emails shared	9 (3x3)	<p>Communication gaps</p> <p>Feedback from stakeholders</p> <p>Complaints</p>
R2	Problems caused by lack of a clear communications structure or protocol, resulting in mixed messages and lack of comprehension of Town Council role	3	4	12	Town Clerk Mayor	<p>Communication channels: Town Guide Website Newsletter Councillor contact Council meetings Town Meeting Council office</p> <p>Communication officer led and in consultation with the Mayor on press releases</p> <p>Joint project statements agreed with stakeholders communication department</p>	<p>Communication networks</p> <p>Minutes</p> <p>Standing Orders</p>	9 (3x3)	<p>Complaints</p> <p>Negative feedback</p> <p>Negative media</p>
R3	Failure to effectively manage media relations	3	4	12	Town Clerk Mayor	<p>Meeting between Town Clerk, Chair of HR and the Mayor to ascertain how to return to an equilibrium</p> <p>Work with parties concerned to ascertain</p>	Communication	6 (2x3)	<p>Negative media</p> <p>Negative feedback</p>

RISK REGISTER

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						how to return to an equilibrium Action plan co-ordinated by Town Clerk			
R4	Qualified audit returned	3	4	12	Town Clerk	Council would consider and decide to act upon recommendations made by Internal Auditor Comply with public inspection rights	Financial Regulations Standing Orders Transparency Code for Larger Councils over £200,000	6 (2x3)	Queries from external auditor
Legal Risks									
L1	Failure to comply with key legislative requirements	2	5	10	Town Clerk & Councillors	Access to professional advice from Nottingham County Council, Rushcliffe Borough Council, NALC and SLCC Model standing order and financial regulations used NALC updates confirm changes to key legislation with legal topic notes available to Clerk and Councillors	Standing Orders Financial Regulations	6 (2x3)	Notification of failure
L2	Legal costs attributed to removal of trespassers from Bingham Town Council land	3	4	12	Town Clerk, Councillors & 3 rd party organisations	Security high priority in both managed and leased land Good Communication Key financial risk passed on by insurance provision	Security highlighted during management meetings with third parties and with grounds staff	8 (2x4)	Travellers camp on Bingham Town Council land

RISK REGISTER

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
Corporate Risks									
C1	Disaster management – loss of building, facility or infrastructure	3	5	15	Town Clerk, Councillors & 3 rd party organisations	Emergency Plan Alarm Systems Health and Safety Compliance Fire Controls Town Clerk and officers have ability to work from home Website accessible via 3 rd party supplier	Emergency Plan adopted and annually reviewed by Community, Recreation and Amenities Committee Service schedules Insurance	8 (2x4)	Fire, flood or other natural disaster Notification of entry failure
C2	Failure to meet changing stakeholder requirements	4	4	16	Finance, Policy & Resources	Councillor engagement Business connections Bingham Town Council communication channels Representatives of outside bodies	Consultation Councillor representatives	9 (3x3)	Feedback Issues with governance and negative feedback
C3	Changes in political organisation lead to uncertainty of direction	4	4	16	Town Clerk Mayor	Councillors work in partnership to seek consensus (or majority view) on direction Three-year reserves plan used to identify priorities Handover meeting	Standing Orders Committee Structure	9 (3x3)	New term of Council will commence every May. By election Conflict in Council meetings
C4	Raising expectations and then not delivering	4	4	16	Town Clerk Council	Project priorities set Bingham Town Council communication channels	Feedback	9 (3x3)	Negative media Staff frustrations

RISK REGISTER

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						Councillor engagement Business connections Regular policy reviews Three year reserves plan and committee decisions monitored at all meetings.	Outside bodies representatives		Councillor frustrations Negative stakeholder feedback
C5	Councillor / staffing relationships deteriorate	4	5	20	Town Clerk, Chair of HR Mayor	Meeting between Town Clerk, Chair of HR and the Mayor to ascertain circumstances of deterioration.	Code of Conduct Appraisal Process SLCC guidance and advice Seek advice from HR Consultants Training provision	12 (3x4)	Conflicts of interest Staffing or Councillor criticism Atmosphere in office Stress levels Staff absence Incomplete or time delayed work Resignation
C6	Failure to effectively communicate with stakeholders	3	4	12	Town Clerk	Councillor engagement - outside body representatives Business connections Bingham Town Council communication channels	Outside bodies representatives Communication channels	9 (3x3)	Information gaps Outcome failure Negative feedback

RISK REGISTER

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
Event Planning									
E1	Event Management Incidents or cancellation of events due to lack of capacity or breakdown in partnership working	4	4	16	Town Clerk Community, Recreation & Amenities Committee	Committee consideration Councillor input Partnership approach with local schools, County Council and Rushcliffe Borough Council Bingham Community Events (BCE) partnership provides capacity for larger events and supports organisational work Officers and BCE work collectively in the organisation and delivery of events Risk Assessments	Legal orders Event planning Appropriate licences in place Partnership working	9 (3x3)	Health and Safety incident Lack of attendance Complaints Breakdown of partnership relations

Bingham Town Council

Key:

Likelihood		Impact				
		Minor	Moderate	Severe	Major	Critical
		1	2	3	4	5
Highly Likely	5	5	10	15	20	25
Likely	4	4	8	12	16	20
Occasional	3	3	6	9	12	15
Unlikely	2	2	4	6	8	10
Very Unlikely	1	1	2	3	4	5

Considered by the Finance, Policy and Resources Committee – 14 October 2025 and adopted by the Full Council at its meeting on 04 November 2025 resolved to adopt the document, minute reference 7b