

**West Dereham Parish Council
Risk Management Record**

Serial	8	Risk Category	Reputational
Date Identified	13 March 2025	Live / Archived	Live
Risk Description			
PC criticised for not keeping information on the PC website up to date.			
Risk Impact			
Parish misses PC announcements and content.			
Likelihood	Severity	Risk Score	
4. 75% likely	4. Negative publicity	16	
Mitigation Measures			
Ensure website is up to date and reviewed by the Clerk and at least 2 Councillors each month.			
Post Mitigation Likelihood	Post Mitigation Severity	Post Mitigation Risk Score	
1. Unlikely	1. Negative questions	1	
Post Mitigation Management Statement			
<p>Parishioners seek guidance from the PC via three identifiable sources:</p> <ol style="list-style-type: none"> 1. In person at PC meetings 2. Published content on the Website 3. Published content on Facebook 4. Published content in The Pump magazine 5. Published content on PC noticeboards around the village <p>It is recognised that although most people operate in the digital space, not all people will access methods 1, 3,4 and 5. The Website must reflect the latest information available, in line with update timelines.</p>			
Management Decision			
Accept Risk with clear signposting of how to contact the Clerk.			
Responsible	Clerk		
Accountable	PC		
Consulted	N/A		
Informed	Parish		
Review Date	Annually		

Last updated: 9 Jan 26

**West Dereham Parish Council
Risk Management Data**

Risk category	Likelihood	Severity
Safety	1. Unlikely 2. 25% likely 3. 50% likely 4. 75% likely 5. Certain	1. Minor injury 2. Requires treatment 3. Major injury 4. Single fatality 5. Multiple fatalities
Financial	1. Unlikely 2. 25% likely 3. 50% likely 4. 75% likely 5. Certain	1. £100 Risk 2. £1000 Risk 3. £5,000 Risk 4. £50,000 Risk 5. £100,000 Risk
Reputational	1. Unlikely 2. 25% likely 3. 50% likely 4. 75% likely 5. Certain	1. Negative questions 2. Written complaints 3. Complaints to BC 4. Negative publicity 5. Legal implications

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	5	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Severity				

- Decisions**
- Accept
 - Transfer
 - Escalate
 - Avoid