

RISK ASSESSMENT REGISTER

The risk assessments scores are identified as follows:

Red: Indicates potential medium to high severity and medium likelihood of occurrence

Amber: Indicates potential low to medium severity and low to medium likelihood of occurrence

Green: Indicates potential low severity and low likelihood of occurrence.

SUBJECT	RISK IDENTIFIED	RISK SCORE	MANAGEMENT/CONTROL OF RISK	ACTION REVIEW DATES
FINANCIAL CONTROL& MANAGEMENT				
Accounting Processes	Inaccurate or incomplete financial records failing to meet statutory requirements Possible financial loss and failure to meet audit targets.	G	Competent bookkeeping via software designed specifically for Councils (Rialtas). Monthly reconciliations regarding bank transactions and production of reports such as spend v budget prepared by RFO, inspected by Governance and Finance working group and resolved by full PC in next PC meeting.	Monthly review of income and expenditure Regular half yearly updating of financial regulations. Accounts internally audited in April and subject to regulated external audit
Financial Transactions	Inadequate checks on payments and receipts and potential fraud	G	PC uses Unity Trust Bank, a specialist in Council Work. All payments by internet banking prepared by Clerk/RFO and subject to authorisation by TWO councillors. All payments and receipts discussed by WG and ratified at full council meetings. PC has a credit card used by Clerk/RFO subject to monthly credit limit. Monthly reconciliation of spending by WG PC Does not hold petty cash or float.	Four councillors enabled to authorise payments and variance in who is used. Credit Card controls reviewed annually. Annual review of adequacy of fidelity insurance

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			Fidelity insurance held by PC	
Budgeting and Precept request	Inadequate budget and inadequate Precept	G	Budget drafted by WG in October and circulated to all councillors via secure website page and presented at November PC meeting for discussion and then ratification by full council in January Precept papers received from SCDC for submission in January. Budgeting to underpin Precept request discussed at WG and recommended to PC for discussion in November to be ratified by full council at Jan PC meeting	Monthly financial dealings v Budget report via financial software and circulated. Bi-monthly discussions to ensure Precept and Budget are compatible with aims of PC and that PC reserves are sufficient.
VAT	VAT procedures fail to meet statutory requirements.	G	Accounting records checked by WG via report issued on Rialtas Software, Clerk/RFO submits reclaim documents to HMRC periodically.	
Payroll	Payroll and PAYE incorrect or fail to meet deadlines	G	Accounting records via HMRC Basic Tools programme. Salary consistent with NJC guidelines as approved by NALC & SLCC. Expenses claimed on receipts only basis and subject to PC banking controls	Salary assessed annually at March PC meeting and pay rate ratified by full council.
GOVERNANCE				

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Council meetings	Integrity and reputational risk for the Parish Council if meetings incorrectly convened and conducted.	G	Council abides by Standing Orders. Council has 5 WG's to discuss, research, advise and recommend actions. Full council resolution for decisions.	Standing Orders reviewed regularly and ratified at Parish Meeting. Internal audit performed annually by CAPALC appointed auditor.
Agendas and Minutes	Failure to meet statutory deadlines. Inaccuracy in reporting and transparency	G	Agendas and minutes published on website and PC noticeboard for public observation. Minutes signed by Chair. All documents inspected as part of annual Internal Audit. Specific public meetings held at times to gauge public opinion (eg Planning, LHI bid)	Review of procedures by Governance and Finance WG and internal audit by CAPALC appointed auditor
AGAR (audit and Governance Regulations)	Failure to submit documents within statutory time limits, Failure to publish information within statutory deadline including the exercise of public rights. Risk of having qualified accounts	G	Clerk advises full council of timeline for AGAR to be completed and published by PC. Content and draft documents Discussed at WG's and recommendations made for ratification and minuting at full PC meeting. AGAR submitted to internal and external auditors and results/feedback published on website and noticeboards within the statutory limits.	Initial documentation presented at March financial year end PC meeting. Final AGAR for submission ratified at May PC meeting.

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Members Interests	Members personal interests viewed by outsiders as prejudicial to the public interest Council seen as not acting in a professional/legal manner. Failure to comply with standing orders and/or current legislation. Possible reputational damage	A	Members Interest forms completed on Acceptance of office and submitted to SCDC Declarations of interests for items on each agenda declared and minuted at full PC meeting	Clerk to monitor and update Members Interest Forms as required.
Lack of workforce to manage projects	Council is unable to complete obligations	A	Council has working groups to discuss and allocate sufficient personnel according to interest and expertise and assess extra workforce needs if required. Quotations and tendering	Clerk monitoring. Monthly WG meetings and recommendations discussed and ratified as required at full council meeting.
Use of venue for PC meetings	meeting venue causes injury to people present due to health and safety risks	G	PC insurance employers' liability and public and products sections cover this. Liaison with venue owners to ensure their insurance has sufficient cover. Venue hire is commercial transaction	Clerk and members inspect venue and consult with venue proprietors as necessary

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ASSETS and LIABILITIES,				
Asset register and insurance	Assets owned by the council not adequately covered by Insurance and consequent monetary loss.	G	Asset register updated when required and insurers informed. Insurance policy discussed and reviewed at WG, and policy renewed or tendered for as required. Council holds three-year policy. Details circulated to all councillors. Council uses Clear Insurance a specialist council insurance company. Policy ratified at full PC meeting.	Assets inspected by Councillors and specialist organisations on regular basis.
Legal Liabilities	Damage to third party or individuals because of council providing services or amenities to the public and consequent claim against the council. Financial or reputational loss	G	Insurance includes public and products liability cover. All activities within the power of the council are discussed and ratified at full parish council. External legal advice sought as required.	Regular inspection of assets and street furniture by councillors or in case of the playground additional annual inspection by professional specialist organisation. Report analysed and required actions ratified at full council meeting.
Defibrillator	Vandalism or malfunction	G	Defibrillator is part of a managed scheme. Clerk monthly checks and status reports sent to Webnos system online	

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Hirers organised activities on recreation ground.	Injury or damage	G	Standardised hiring code adapted relevant to activity format. The user must provide relevant insurance documentation and if a sport must sign to agree to recognised conduct as dictated by the sport governing body.	Hirer documentation filed. Regular checks by members
Trees, footpaths, cycleway,	Injury from overhanging vegetation, falling deadwood. Damage to property or possessions.	G	Close liaison with relevant authorities at County and District council. Regular visual inspections by Councillors and encouragement to residents to report matters. Verge cutting contract work monitored. Safety inspections by qualified arborist as required.	Review documentation annually to ensure all contractors and operators have liability and safety insurance and risk assessments.
Village Pond		G	Regular inspection/maintenance of roadside borders. Regular checking of lifebuoy Periodic testing of water quality	Householders and landowners contacted.
SYSTEMS and PROCESSES				
Loss of council records	Failure of IT systems and consequent data loss of items held electronically and council not being able to function effectively.		Clerk and statutory council electronic records stored on laptop and on website plus i-cloud and One drive backup. Access by personal password	Research suitable cyber insurance package (current)

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		G		
Data Protection	Possible financial loss, legal challenge and reputational damage. Incorrect storage of personal data	A	Mandatory use by members and Clerk of authorised PC email address only for PC business. Access only via personal passwords CAPALC appointed as DPO. Data protection policy in place	Research suitable cyber insurance package (current) Review data protection policy periodically and keep updated regarding new legislation
Freedom of Information Act	Legal challenge	G	PC has a Freedom of Information policy	Regular review of legislation and update of policy