

Great Horwood Parish Council

Risk Register and management policy Approved by GHPC 10 June 2019

Risk No	Description (The risk is ...)	Impact (The impact on the Parish Council would be ..)	Risk	Response – what actions have been taken	Residual risk
1	Loss or theft of assets	Financial loss	M	Appropriate security Assets insured and value checked every three years	L
2	Wilful damage to fixed assets	Assets unusable Financial loss	M	Appropriate security Assets insured and value checked every three years	M
3	Equipment not maintained	Financial loss due to equipment failing Personal injury from faulty equipment Litigation	M	All necessary repairs or replacements carried out. Annual ROSPA inspection of play equipment All portable electrical equipment owned by the Parish Council to be PAT tested at the appropriate intervals. Public liability insurance	L
4	Liability for loss or damage to third party, property or individuals, as a consequence of asset ownership	Financial loss Litigation Reputational damage	M	Public liability insurance in place. Open spaces regularly checked. Risk assessments carried out for all new activities.	M
5	Loss of interest if financial reserves kept in an account with uncompetitive interest rate	Financial loss	L	Check interest rates and banking arrangements on an annual basis or more frequently as needed.	L
6	Loss of cash through theft or dishonesty	Financial loss	L	No petty cash. Very small amount of cheques handled All payments approved by two Councillors Income and expenditure monitored by Council at each Council meeting Fidelity insurance in place	L

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7	Inadequate financial control	Financial loss Reputational damage	M	Check bank accounts online frequently to recognise and action any fraudulent activity. Bank account reconciliation to be carried out each month and reported to each Council meeting. Bank reconciliation to be inspected six monthly by Councillor Internal and External audits	L
8	Failure to observe Financial Regulations leading to inappropriate financial activities	Financial loss Reputational damage	M	Financial Regulations in place and reviewed regularly Parish Clerk keeps abreast of regulatory changes	L
9	Failure to comply with Customs and Excise Regulations	Financial loss	L	Parish Clerk to reclaim VAT when appropriate.	L
10	Failure to carry out sound budgeting to underlie precept	Financial loss Reputational damage	M	Detailed estimates of the following year's budget prepared no later than December each year for approval by the Council	L
11	Failure to comply with borrowing restrictions	Breaking the law	L	Restrictions observed – eg PWLB Loan for street lights	L
12	Failure to comply with Employment Law	Breaking the law Possible employment tribunal	M	Legal advice sought where needed	L
13	Failure to comply with Inland Revenue requirements regarding income tax of employees	Fines	M	Regular advice from Inland Revenue. Salary reported using HMRC/RTI Internal Auditor carries out annual checks	L
14	Failure to ensure that the Parish Council is acting within its powers	Possible judicial review	M	Parish Clerk clarifies the legal position on any new proposal. Legal advice sought where necessary	L
15	Lack of transparency in proceedings	Reputational damage	M	Parish Council meets 10 times per year with additional meetings as necessary Minutes and all documents required by Transparency	L

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				Code made available to the press and public on the village notice boards and/or Parish Council website	
16	Loss of legal documents and Parish records	Inability to demonstrate ownership of land Financial loss to recover documents Inability to recall historic data if needed	H	Leases and legal documents to be copied and originals transferred to the Bucks Archive. All electronic documents to be stored on Dropbox or another cloud based storage system.	L
17	Failure to comply with Data Protection Act 2018	Breaking the law	M	Relevant data stored to comply with the Data Protection Act 2018 and under the retention of documents requirements.	L
18	Failure to undertake responsibilities for devolved services in accordance with agreement with Bucks County Council	Relevant services not delivered	M	All duties under Devolved Services Agreement to be provided for in the annual budget Appropriate contractors to be employed	L
19	Failure of Councillors to observe the Code of Conduct	Reputational damage to Parish Council	M	All Councillors to receive a hard copy of the Code of Conduct. All Councillors to be familiar with the Code of Conduct and to sign up to acting within its rules. Declarations of interest made at each Council meeting	L
20	Inappropriate receipt of hospitality and gifts by Councillors	Reputational damage to Parish Council Parish Council open to allegations of corruption	L	Register of Interest and Gifts and hospitality in place and completed by Councillors when necessary	L

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21	Potential for Clerk to not have up to date information	Clerk would be unable to advise Parish Council appropriately	M	Ensure attendance of Clerk on relevant courses and seminars offered for Clerk's continuing professional development, and provide full financial support for this purpose. Membership of BMKALC gives access to authoritative advice on matters relating to Council Business	L
22	Potential for Councillors to not have up to date information	Decisions made based on wrong assumptions Reputational damage	M	All new Members to attend a Councillors Induction Course as soon as practicable after accepting Office. Encourage attendance by Councillors on appropriate courses, seminars and workshops provided by: BMKALC BCC AVDC Community Impact Bucks Other relevant bodies Encourage attendance at meetings where new policies and potential best practice are being discussed. These include: BMKALC Parishes Liaison Meeting Winslow LAF NBPPC AVALC Parish Clerk to maintain a register of attendances, by member/officer, at any of the above. To be reviewed annually Membership of BMKALC gives access to authoritative advice on matters relating to Council Business	L

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23	Insufficient staff resource , as a result of absence or sickness, or unfilled vacancies	The running of the Parish Council would be severely restricted	H	Provision to be made to cover staff absence or Sickness with an allocation of funds earmarked in the reserves. Encourage an adequate number of candidates for councillor vacancies to ensure that the Parish Council can continue to operate	M
24	Working environment of Parish Clerk does not meet DSE Regulations	Damage to health of Clerk	M	Risk Assessment to be carried out by the Parish Clerk to ensure that their working environment fulfils the requirements of the Display Screen Equipment Regulations . Checks for enough space, suitable lighting and power, not too noisy, the temperature and humidity is at an acceptable level and the display screen is at an acceptable height and the correct distance away from the user.	L
25	Use of chemicals under the COSHH regulations by Councillors or volunteers	Physical harm to users of chemicals and to third parties	H	COSHH Regulations adhered to if chemicals etc used Risk Assessment carried out before use	M
26	Physical harm to Councillors, employees and volunteers when carrying out activities for the Parish	Personal injury of participants Parish Council sued for negligence	H	Risk Assessments to be carried out for all new activities Personal liability insurance Personal Protection equipment should be used/work if indicated by the risk assessment	M
27	Damage to property or personal injury inflicted by contractors working on behalf of the Parish Council	Parish Council being sued for damages	H	All contractors to carry liability insurance and to have documented risk assessments COSHH Regulations to be adhered to where appropriate The above to be contractual requirements.	L