Longford Parish Council Risk Register

Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The Parish Council should identify potential risks, then take all practical and necessary steps to reduce or eliminate the risks associated with working conditions, workplace activities and environmental factors, as far as is practically possible. This document should enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Assessment Scoring: 1 = low; 2 = low/medium; 3 = medium/high; 5 = high

| Activity | Risk | Cause | Effect | Likelihood | Actions |
|-------------|---|--|---|-------------|---|
| 1. Finances | Sudden large expenditure required or excessive under budgeting | Unforeseen problem / Poor budgeting | Service not provided. Lack of confidence in council. Inability to carry out functions. Insufficient funds for contingencies | 2 - Low/Med | Council has some reserves. Insurance in place to cover major risks. Careful budget planning with contingency built in each year |
| 2. Finances | Adequacy of Precept | Precept not submitted to Tewkesbury Borough Council. Precept not received by Parish Council | No income for parish council to continue its work | 1 – Low | RFO to prepare budget, considering expenditure + projects. Full review of proposed budget by Council in November. Regular review of budget v spend. RFO to submit precept figure before deadline. RFO to advise council of receipt of precept at next available meeting. |

| Activity | Risk | Cause | Effect | Likelihood | Actions |
|-------------------------|--|-----------------------------------|---|------------|---|
| 3.Finances | Fraud | Inadequate controls/ record | Loss of funds Financial irregularities | 1- Low | Financial Regulations reviewed annually to ensure they are adequate. Annual internal & external audit. Bank balances reported at every meeting with bank reconciliation. Bank balance and expenditure audited by councillor twice a year. Online bank payments authorized by 2 councillors. Cheques + cheque stubs signed by 2 councillors upon sight of original invoice |
| 4.Finance – VAT | VAT not re-claimed within time limit | Poor accounting | Loss of funds Financial irregularities | 2- Low/Med | All VAT receipts to be recorded. Separate field to show VAT on Accounts system. RFO to produce refund analysis and make claim to HMRC for recovery of amounts within time scale. All documentation for this process to be maintained in council records |
| 5. Finance - Payroll | Payroll incorrectly processed – staff over/under paid | Staff errors | Loss of funds Financial irregularities | 1 - Low | Payroll outsourced to reputable firm to manage on behalf of the parish council. |

| Activity | Risk | Cause | Effect | Likelihood | Actions |
|----------------|--|--|--|-------------|---|
| 6. Assets | Damage, theft | Vandalism, accident, storms | High cost of repair or replacement. Loss of Assets. Disruption. Damage to public property or person | 2 – Low/Med | Maintain up to-date register of assets. Regular maintenance for physical assets and record of inspections. Monthly inspection of defibrillators by volunteers. |
| | | | | | Annual review of risk and adequacy of insurance cover. |
| | | | | | Playground equipment visually checked monthly by ClIrs/Clerk and annually by qualified play inspector. |
| | | | | | Visual check of trees on regular basis particularly after storms. Qualified aboriculturist to assess condition of trees at least every 3 years more frequent in high risk areas. |
| 7. Contractors | Contractors not supplying services | Unavailable due to illness, poor weather | Poor Services | 1 - Low | Contracts are defined. Contracts are informally monitored by Clerk & Councillors. Corrective action taken as required. |
| 8. Insurance | Inadequate Insurance cover for the Council, its employees and assets | Failure to renew insurance policy. Cover on policy inadequate. | Council is uninsured and liable to insurance claim. | 2 – Low/Med | An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Officials' Indemnity also in place. |

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|---|---|---|--|-------------|--|
| 9. Parish Council records and archives | Loss of Parish Council records | Fire, Flood, theft | | 1 - Low | Archived records stored with Gloucestershire County Council's Archives Office. Any risk to these records is unlikely. Daily files stored in Clerk's home which are at risk, however most are also stored |
| 10. Electronic Records | Loss of documents on Clerk's computer Unauthorised access to CCTV | Computer crash, fire, theft, flood | Loss of records, breach of data protection | 2 – Low/Med | electronically (see next item). All files stored on Microsoft OneDrive which are backed up for 30 days. Anti-virus software installed. Minutes kept as hard copies and copies emailed to all councillors. Minutes & policies held on parish council website Secure passwords to be used on all electronic devices + websites only known by Clerk + Chairman Secure password on CCTV system. Data retained for 30 days. See full CCTV Policy for more details. |
| 11. Clerk to the Parish Council | Unavailability | Resignation, illness | Work of the Parish Council cannot be carried out | 2 – Low/Med | Urgent work carried out by Councillors. Contact GAPTC about availability of temporary cover or contact local Clerks |
| 12.PC Meetings | Accommodation unavailable for meetings | Damage to meeting room or Village Hall. VH already booked. | Meeting room unavailable | 1 - Low | Use nearby village hall or similar amenity |

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|---|--|---|--|-------------|---|
| 13. Membership of the Parish Council | Vacancies on council | Resignation, retirement, insufficient nomination at elections | Meetings cannot be held due to not being quorate | 2 – Low/Med | Ensure council meetings are run smoothly and business is relevant to retain the interest of serving councillors. Promote vacancies widely around the parish especially at election time. |
| 14. Members Interest | Member has not disclosed a Declaration of Interest relating to an agenda item | Conflict of Interest by Member | Resolutions cannot be met due to insufficient number of Cllrs | 2 – Low/Med | Standard agenda item for members to declare any personal or prejudicial interests they have + need to disclose of matters to be discussed. |
| 15. Safety of Clirs + Clerk | Physical safety of ClIrs + clerk on site meetings | Inadequate precautions. Accidents due to unsafe ground or buildings | Injury to person and/or compensation claimed from council | 2 – Low/Med | At site meetings, all councillors to adhere to any safety requests from site managers. Adequate insurance in place to cover accidents. Councillors to never carry out solo visits, always have clerk or another councillor present. |
| 16. Pandemic | Health of Cllrs + clerk + members of public | Ineffective infection control could cause spread of illness . | Service not provided. Lack of confidence in council. Inability to carry out functions. | 2 – Low/Med | Hand sanitizer provided at face-to-face meetings and social distancing protocols in place. |