

Barnack & Pilsgate Parish Council

Risk Register: this document forms part of the Councils Risk Management Scheme

Created: 7.3.21

Next Review - May 21

Prepared by: Debbie Lines: Clerk

Reviewed by: Chairman

See Key on next tab

Risk No.	Cat.	Description	Risk(s): potential impact	Impact	Likelihood	Overall Rating (RAG)	Action(s) - Mitigation
1	IT	IT systems break or are corrupted, or IT equipment is lost or stolen.	The Parish Council may be unable to undertake all duties and responsibilities. Data may be lost or shared illegally. Loss of clerk causes business interruption.	1	2	3	Files are backed up to the Cloud regularly and also to a hard drive. Password protection is in place for all files. Equipment is kept up to date and stored securely.
2	Property	Falling branches from trees	Personal injury.	3	2	5	Tree inspection in graveyard and cemetery every 3 years. In the interim, trees visibly checked regularly.
3	Property	War Memorial flag pole - injury during handling	Personal injury.	3	1	4	Pole is maintained every 2-3 years. Instructions are for two people to lower and raise the flag pole in line with instruction.
	Property	War Memorial damage by vehicle	Cost of reinstatement	1	1	2	We are insured
	Property	Collaps of Church walls	Cost of reinstatement, injury to passers by	3	1	4	PCC reserves pay for 75% of wall repairs but is not an infinite pot and we didn't refill it this year. Remember to add more next year.
	Property	Vandalism to Council owned property such as bus shelters, walls, memorial etc	Cost of reinstatement	1	1	2	We are insured.
4	Employment	Loss of Clerk (who is also RFO)	The Parish Council may be unable to undertake all duties and responsibilities in a way that is compliant with current legislation	3	1	4	Insurance covers for up to one year. This would pay for a locum should it be necessary. Membership of NALC and SLCC would provide support for replacement. Mitigation: Clerk to produce procedures documents for all key tasks.

5	Employment	Clerk has an accident and blames the Council	Clerk sues Council for failure to take due care of her personal safety.	3	1	4	Homeworking is risk assessed and work-station checked for suitability. All equipment is safety checked regularly. H&S policy is in place and reviewed regularly.
6	Employment	Employment liability: Non-compliance with employment law	Clerk sues Council.	3	1	4	Undertake ongoing training to ensure all members are aware of current legislation.
7	Financial	The Council does not act legally in respect to the contract or payment of monies	Money spent illegally and reputation risk to Council	3	1	4	All expenditure is carried out in line with the Standing Orders and Finance Regulations. The Clerk is (becoming) qualified. All expenditure is approved by full Council either up front or retrospectively if the Clerk has spent in advance on urgent items (in agreement with the Chairman).
8	Financial	Activity is not reported correctly in the accounts	Items are purchased and mis-recorded in the accounts	3	1	4	Internal control ensures that all expenditure matches a minuted item. Council therefore can be confident that all items have been authorised by them. Internal Audit each year reviews procedures and controls.
9	Financial	CIL and S.106 expenditure is not spent in a timely manner	The opportunity to invest in the community is lost	3	1	4	The Clerk reconciles the position annually. CIL expenditure is reported separately in the accounts.
10	Financial	Insurance cover is inadequate	Council is liable for costs that it cannot pay	3	1	4	An annual review is undertaken of all insurance requirements and cover is adjusted as necessary.
11	Financial	Election costs (whether in election year or to fill a Casual Vacancy)	Risk of election costs	2	2	4	Risk in an election year. There are no measures, which can be adopted to minimise the risk of having a contested election. Costs are met from General Reserves which are currently deemed sufficient.
12	H&S	Meeting location is unsafe or unsuitable	Personal injury to Council or public. Meeting disrupted or invalid due to lack of space for attending public.	3	1	4	Village Hall is checked regularly for cleanliness and safety. Risk assessment completed before use. Hall is large enough to fit up to 100 individuals. COVID checks completed by Community Group - one way system in place, disinfectant and handgel available. Meetings, if not held remotely, will be held with doors and windows open.

13	Legal	The risk of damage to third party or individuals as a consequence of the council providing services or amenities to the public (public liability), or running of community events or volunteer groups.	Council could be sued, or insurance claim made on the Council.	3	1	4	Services managed by the Council are reviewed and checked regularly. Liability insurance is in place with Came & Co. All activities undertaken by the Council are risk assessed. Records of volunteers are kept.
14	Open Areas	Open Space Contract activities – grass cutting, hedge trimming/cutting, managing shrubbery	Risk of injury to both public and contractors if sensible precautions are not put in place	3	1	4	All contractors are expected to carry out work in a safe manner towards both the public and their employees with the appropriate use of protective equipment and the right tools for the task at hand. Checks are made that contractors have insurance in place.
15	Property	Loss of or damage physical assets owned by the Council (benches, notice boards, bins, street furniture)	Assets may need replacing at cost to the Council. Damaged assets may be unuseable or unsafe. Repairs left too long could cost more to do later.	3	1	4	Physical inspections on assets are undertaken by Clerk regularly (minimum every quarter). Repairs are done as soon as possible when damage is identified. Unsafe equipment is removed.
16	Property	Cemetery or Graveyard stones fall	Personal injury. Look of cemetery poor.	3	1	4	Stones are inspected annually. Leaning stones are propped up with metal bars pending permanent fix.
17	Property	Cemetery stone shed - falls into disrepair or is broken into	Personal injury. Items stored inside are stolen.	3	1	4	Roof was repaired recently. Regular checks by Clerk to ensure water tight, and check for damp. Door is padlocked. Items stored are not high value.
18	Reputational	Data is shared irresponsibly or illegally.	GDPR compliance is broken	3	1	4	Data is stored and kept in line with the Data Protection Act 2018 (and GDPR 2016).
19	Reputational	The Council fails to respond to enquiries in a timely manner.	The professionalism of the Council is questioned.	3	1	4	The Clerk responds to all enquiries within one week. A log is kept of open items.
20	Reputational	Councillors break the Code of Conduct.	Referred to the moderator. The professionalism, honesty and transparency of the Council is questioned.	3	1	4	Recording and monitoring members' interests, gifts and hospitality received undertaken by Clerk. Code of conduct, Standing Orders and Financial Regulations are all reviewed annually by Council. New Councillors joining part way through a year/term are all issued with a copy of these key policies. Training is offered to Councillors.

21	Financial	Loss of cash through theft or dishonesty	The council loses income and assets	2	1	3	Internal controls are in place. All spend has to be authorised at the bank by 3 Councillors. The Clerk has no signage authority at the bank. Came and Company Insurance limit of liability £250,000 is well above our current funding.
22	Financial	The parish council does not achieve value for money throughout its expenditure. Services or goods are overpaid.	Wasteful use of limited resources; risk of complaints from residents; risk of notification from Internal Auditor or Auditor	2	1	3	Contracts over £3k require 3 quotations. All such items are reviewed and authorised by full Council.
23	Financial	Accounts are not reconciled regularly leading to errors in the accounts.	Money available might be more or less than reported. Councillors make decisions based on an inaccurate reporting position.	2	1	3	The accounts are reconciled and updated in full every month.
24	Financial	Salaries are accounted for incorrectly	HMRC and or employees are provided with incorrect figures. Reputational risks.	2	1	3	HMRC returns are completed monthly. Pay is per agreed paycales. Membership of NALC and SLCC provides Clerk with access to legal updates.
25	Financial	The council does not monitor its budgets adequately.	The council is unaware of its income or expenditure against targets set. Financial loss to the council.	2	1	3	Reporting Actual versus Budget is circulated every month to all Councillors.
26	IT	Council Records lost, damaged or destroyed	Fire or flood at storage location	2	1	3	Old records are stored off-site at LA secure storage. Newer records are all backed up to the Cloud and hard-drive and so could be recreated if hard copies were required.
27	Open Areas	Litter Picking	Risk of injury if involved in litter picking – glass or other dangerous item or from a collision with bikes or vehicles.	2	1	3	Tools provided are in good working order. Hi Viz jackets required. Volunteers logged and records kept.
28	Financial	Precept not sufficient for intended purpose	The council has insufficient income for the forthcoming year	1	1	2	The annual budgeting process is robust and considers all typical spends. Excess expenditure over and above precept items is funded separately through reserves or grants of which the Council currently has plenty. Spend versus budget is reviewed regularly.

