

Churcham Parish Council Risk Register 2019/20

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)

Impact

Risk No.	Description	The impact on the authority	Likelihood	Impact score	Risk Rating	Preventative responses
1	Bankruptcy	a) Potential inability to meet its contractual obligations or statutory duties b) The electorate lose confidence in the council	2	3	6	i) Ensure that a detailed annual budget identifying all expected costs with a 25% contingency is prepared, checked and approved each year before setting precept ii) Ensure that the precept is sufficient to pay for any expenditure identified within the budget iii) Review risk management procedures each May or whenever necessary
2	Money fraudulently taken from bank account(s)	a) Financial loss to the council b) Council brought into disrepute c) The electorate lose confidence in the council	2	3	6	i) Ensure that a system is in place that requires two members of the council to sign any cheques ii) Ensure that bank reconciliations are prepared each month and checked against bank statements by a councillor and approved by the council at regular intervals (at least quarterly) iii) Ensure that the cashbook is kept up to date with all incoming and outgoing transactions and checked by a councillor (at least quarterly) and approved by the council iv) Ensure that all payments are made in accordance with Financial Regulations iv) Review risk management procedures each May or whenever necessary

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						whenever necessary v) Use the services of an independent auditor annually
3	Unexpected costs for replacement/maintenance of property	a) Financial loss to the Council b) Potential inability to meet its contractual obligations or statutory duties	2	2	4	i) Ensure that the council carries out a regular assessment of the state of its assets and identify potential future costs that will be ring-fenced, where possible, in the council's reserves and identified within the annual budget ii) Ensure that all assets are adequately insured for a value that will either replace or repair an asset iii) Review risk management procedures each May or whenever necessary
4	Claims arising from damage to third party property or individuals	a) Financial loss to the council b) Increase in insurance premiums c) Investigation by HSE and potential prosecution d) Reputational damage to council	2	2	4	i) Ensure that the council annually identifies where any of its work or property may pose a risk of harm to a person or their property on an annual basis or whenever undertaking any new work ii) Ensure that the council has adequate insurance in place to cover itself against any claims iii) Review risk management procedures each May or whenever necessary iv) Ensure any contractors have appropriate qualifications and appropriate public liability insurance
5	Council commissions work not in annual budget	a) Potential inability to honour existing commitments	2	2	4	i) Ensure that a financial risk assessment is undertaken prior to agreeing to any work not included in the budget ii) Ensure that the council has adequate opportunity to identify and explore new projects when setting the annual budget iii) Review risk management procedures each May or

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					whenever necessary	
6	Bus shelters owned by Parish Council fall into disrepair	<p>a) Potential civil claim if third party injury or damage to property</p> <p>b) Reputational damage</p> <p>c) Financial loss should regular upkeep works have been cheaper</p> <p>d) Insurance cover may become invalidated</p>	2	3	6	<p>i) Bus shelters to be risk assessed on an annual basis by Parish Council</p> <p>ii) Any repairs identified to be carried out as a matter of priority</p> <p>iii) Bus shelter should be closed to the public if there is concern to person or property</p> <p>iv) Review risk management procedures each May or whenever necessary</p>
7	Defibrillators fail through lack of maintenance or fall into disrepair	<p>a) Potential civil claim if third party injury or damage to property</p> <p>b) Reputational damage</p> <p>c) Financial loss should regular upkeep works have been cheaper than replacing with new</p> <p>d) Insurance cover may become invalidated</p>	2	3	6	<p>i) Volunteers to carry out monthly checks and complete Webnos.</p> <p>ii) Any repairs/replacements identified to be carried out as a matter of priority</p> <p>iii) Defibrillator taken 'offline' if deemed unfit for use</p> <p>iv) Review risk management procedures each May or whenever necessary</p> <p>v) Money allocated to budget each year to cover the cost of repair/replacement</p>
8	Telephone kiosk housing defibrillator becomes damaged or falls into disrepair	<p>a) Potential civil claim if third party injury or damage to property</p> <p>b) Reputational damage</p> <p>c) Financial loss should regular upkeep works have been cheaper than replacing like for like</p> <p>d) Insurance cover may become invalidated</p>	2	3	6	<p>i) Volunteers to carry out monthly checks and complete Webnos.</p> <p>ii) Any repairs/replacements identified to be carried out as a matter of priority</p> <p>iii) Defibrillator taken 'offline' if deemed unfit for use</p> <p>iv) Review risk management procedures each May or whenever necessary</p> <p>v) Money allocated to budget each year to cover the cost of repair/replacement</p>

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9	IT equipment gets damaged or stolen	<ul style="list-style-type: none"> a) Financial loss to the council b) Security risk to confidential information c) Loss of important information d) Reputational damage 	2	2	4	<ul style="list-style-type: none"> i) IT equipment to be safely stored ii) Laptops and computers to be password protected iii) All files to be regularly backed up onto USB Drive and/or secure cloud service iv) No passwords or login details (e.g. banking, website, HMRC etc) to be stored on devices v) Review risk management procedures each May or whenever necessary
10	Non-compliance with GDPR	<ul style="list-style-type: none"> a) Financial loss to the Council (e.g. monetary penalties etc.) b) Investigation and enforcement action by ICO c) Reputational damage 	2	3	6	<ul style="list-style-type: none"> i) Council to ensure that there are appropriate GDPR policies and procedures in place and are adhered to by staff, councillors and other relevant persons or organisations ii) Review risk management procedures each May or whenever necessary
11	Non-compliance with employment regulations/legislation	<ul style="list-style-type: none"> a) Financial loss to the Council (e.g. fines, compensation claims etc.) b) Reputational damage c) Potential invalidation of liability insurance 	2	3	6	<ul style="list-style-type: none"> i) Council to ensure that employment regulations/legislation are complied with and that there are appropriate policies and procedures in place that are adhered to reviewed each May ii) ii) Review risk management procedures each May or whenever necessary iii) Ensure that appropriate insurance is in place
12	Non-compliance with HMRC requirements (e.g. NI, VAT refunds etc.)	<ul style="list-style-type: none"> a) Reputational damage to the Council b) Financial loss (backpayments, fines etc.) 	2	3	6	<ul style="list-style-type: none"> i) Ensure all VAT refund claims comply with appropriate guidelines set by HMRC ii) Contract professional PAYE services to oversee NI etc.
13	Councillor breaches code of conduct	<ul style="list-style-type: none"> a) Reputational damage to the Council 	2	2	4	<ul style="list-style-type: none"> i) Ensure that Councillors are aware of the Code of Conduct and understand its content ii) Have a complaints procedure in place to deal with any complaints brought against a Councillor or the Council as a whole iii) Review risk management procedures each May or whenever necessary

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14	Council makes unlawful decisions	a) Reputational damage to the Council b) Legal action taken against the council	2	3	6	i) Ensure Council only makes decisions once it is clear under what legislative powers it is able to make that decision by consulting the Clerk (Where the Clerk cannot give an immediate answer the Council will ask the Clerk to consult another relevant body e.g. GAPTC) ii) Review risk management procedures each May or whenever necessary
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Chairman's signature:

Date: