

BOTTISHAM PARISH COUNCIL

RISK REGISTER

Date: Updated 19th August 2020

Register of Insurable Risks

Risk Identification	Potential Risk	Probability of Event	Internal Control	Internal Audit Assurance
Plant, machinery, Mowers, lamps	Theft, fire, impact, vandalism	Medium	Secure storage. Vetting of contractors	Assets are insured
Bus Shelters	Vandalism, fire, impact	High	Regular visual inspection	Insured
Third Party Risk	Injury or damage by contractor	Medium	Vetting of contractors for competence. General care and maintenance	Third Party insurance cover in place
Consequential Loss	Inability to perform duties following non-performance of third party	Low		Consequential loss insurance in place
Theft of cash or Fraud Insured under fidelity guarantee	Theft or fraud	Low	Half yearly cash reconciliation. Two signatures on cheques No petty cash held	Annual audit Keep a check of limit
Public Liability	Legal liability as a consequence of asset ownership	Low	Act in accordance with law and within parameters laid down	Insured
Fidelity Guarantee	Fraud by Clerk	Low	All bank transactions under two signatures	Insured
Employment of Litter pickers	Accident or injury	Low	Health & safety training	Insured

Register of Risks where there is scope to work with others to manage risk

Risk Identification	Potential Risk	Probability of Event	Internal Control	Internal Audit Assurance
Banking arrangements including borrowing or lending	Fraud	Low	Two signatures on cheques. Monthly statement reconciliation. Half yearly cash reconciliation.	External audit
Awarding of contracts	Over charging Competence of contractor	Low Low	Contracts awarded in accordance with code of practice. Ensure contractor has public liability insurance and provides method statement. Work only awarded to contractors used in past or who come recommended or who can provide satisfactory references	Regular reporting of performance to full parish council. Appointment only made after Parish Council appointment. To be minuted.
Children's Play Equipment	Broken, worn or vandalised	Medium	Day to day supervision by school officials. Risk assessment by school	Assets insured by Primary school.

Register of Risks where there may be a need to self-manage Risk

Risk Identification	Potential Risk	Probability of Event	Internal Control	Internal Audit Assurance
Proper financial records	Inability to properly account for public money	low	Maintain proper records of income and expenditure. Operate in accordance with Model Financial Regulations	Annual audit and make public income and expenditure accounts.
	Bank Mandate	Low	Regular review of number and competence of signatories. Two persons to sign each cheque. Meeting minutes to record signatories.	Signatories on cheques minuted
	Budgeting	Low	Annual budget to be set each year	Half yearly review to ensure Parish Council is operating within budget
	Ensure proper use of S137, S106 and other grants	Medium	Each application to be considered following receipt of request using information provided and parish councils knowledge of applicant and purpose for which money is to be used. Decisions to be Minuted.	No money released until application has been approved by full Parish Council.
Compliance with VAT and Employment Law	Breach of regulations	Medium	Operate within statutory powers, taking advice from CALC or NALC as thought necessary. Ensure nominated person (ACRE) gives correct information with regard to PAYE.	Discussion annually with internal auditor
Backing up of data	Loss of records	Low	Hard drive back up used. Also transfer of data between Clerk and Chair.	
Recording of Minutes	Inaccurate or non minuted issues	Low	Ensure that committee and full Parish Council meetings are properly minuted and made available to the public in a timely manner	Review of minutes to ensure legal powers in place and properly applied

Risk Identification	Potential Risk	Probability of Event	Internal Control	Internal Audit Assurance
GDPR	Email addresses and personal data of residents being accessible to others	Medium	Transfer of data between Clerk and Chair by way of memory stick monthly to be placed in a sealed envelope and signed by Clerk to ensure no access to records can be obtained	Clerk and Chair to swap memory sticks monthly and both to ensure envelopes are signed.
Parish Council Website	Ensure that Parish Council website registrant is Parish Council and not an individual	Low	Parish Council is registrant	
Register of members Interests, Gifts and Hospitality	Non recording	Low	Clerk to maintain the registers in accordance with statutory requirements. Members to be reminded annually.	Testing of disclosures
Cemetery, footpaths, hedges and trees	Falling trees or branches, growth of hedges. Damage, wear and tear to footpaths. Fallen or loose headstones. Risk of burial in the wrong place, keeping burial plan up to date.	Medium	Regular visual monitoring of wear, tear and/or growth by Environment Cttee and all cllr's who have been allocated an area each which is their responsibility to check on. Clerk to keep plan up to date and advise gravediggers of locations	Regular visual monitoring and reporting of performance to parish council.
Corona Virus or any other life threatening virus	Spread of disease	High	Meetings held online until threat of exposure is minimal. When it is safe to return to face to face meetings ensure that all current government guidelines are adhered to.	Internal risk assessment