

Char Valley Parish Council Risk Register 2015-16

No	Description of risk	Likelyhood	Impact	Mitigation measures	Residual risk rating	Comments
1	A member of the public seeks financial recompense for accidents occurring on property owned or maintained by the council, e.g. play area, playing field.	M	H	Insurance, including public liability cover protects the council.	L	See risk 11
2	The Clerk commits an act of fraud against the council result in loss of monies or assets.	L	M	1/ Fidelity guarantee insurance provided by Parish Council insurance policy covers any Councillor, Clerk or employee. 2/ Controls as set out in Financial Regulations including requirement for cheques to be signed by two people.	L	See risk 11
3	Payments are made without authority	L	M	1/ Payments are authorised by the full council. 2/Controls as set out in Financial Regulations including requirement for cheques to be signed by two people.	L	
4	Personal Accident to Councillors, Clerk, employee or voluntary worker while on council business.	L	M	1/ Covered by council's insurance policy.	L	See risk 11
5	The budget set is insufficient to meet expenditure during the year.	L	H	1/ The budget is set based upon previous experience and planned expenditure and income. 2/ The budget is monitored by the Clerk and Council on a regular basis. 3/ Reserves are held that are sufficient to protect the council from unexpected calls upon its resources.	L	

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6	Budgets are allowed to overspend.	L	M	1/ The Clerk monitors expenditure against budget on an ongoing basis. 2/ Budget reports are presented to the council at least three times a year.	L	
7	Financial loss arises from errors by the Clerk or by the bank.	L	M	1/ The Clerk conducts a monthly reconciliation of the computer cashbook with the bank balance, which would identify most errors.	L	There is a residual risk that the Clerk may fail to complete reconciliations, but this is low. It would be detected by the Internal Audit.
8	Risk of Council not being able to continue its business in the normal way due to an unexpected loss or absence of Clerk.	L	L	1/ The council has members who have experience of the Clerks role and could step or advise in an emergency. 2/ The Clerk keeps process notes that would enable another person to step in at short notice. 3/ Help could be sought via DAPTC.	L	The Chair or another lead councillor need to have knowledge or know how to access key records, passwords, etc.
9	Loss of council records, e.g. Accounts and minutes.	M	M	1/ Council records are backed up to a dropbox account monthly. 2/ Council records are backed up to a memory card kept off the Clerks property bi-monthly. 3/ Paper records are where possible kept in a filing cabinet.	L	There is a residual risk to paper records kept in the clerk's home but this is relatively low.
10	Failure to submit annual returns when due.	L	L	1/ The Clerk would receive prompts from the external auditor. 2/ The annual work plan shows that these have to be submitted.	L	
11	Adequate insurance cover exists to protect the council from known risks.	M	H	A review is undertaken before the time of the policy renewal of all insurance arrangements in place to ensure employers and employee liability, public liability, etc. are in place.	M	This is key and the wider council needs to be involved at the time of renewal.
12	Damage or loss of the councils property/assets.	M	L	1/ An asset register is maintained by the Clerk, assets are checked against this on an annual basis. 2/ Councillors are alert to damage to noticeboards etc. and report this promptly.	L	