

Marden Parish Council

Risk Register and Actions

Review date: by 31 October 2021

Risks below have been assessed using the Risk Matrix. Actions and evidence of actions to address the risk are given.

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		

Service Area	Risk	Risk score	Recommendation of required cover or action	Evidence of action	Risk score following action	Date of review	Compliance
Insurance	Claim by member of public against council	3	Public Liability cover of £10 million any one event Includes cover of £250,000 for data loss resulting in infringement of person's legal rights	Standard cover in insurance schedule	1		
	Claim against council by employee, councillor or volunteer	3	Employers Liability cover of £10 million any one event inclusive of costs	Standard cover in insurance schedule	1		
	Theft or loss of parish council money	2	Cover of £250,000 for non-negotiable money and loss of other money in transit £2,500, in a private residence of member or employee £2,500	Standard cover in insurance schedule Employee holds sums of less than £2,500 when paying in and less than £2,500 in transit	1		
	Theft or loss of parish council property	4	Cover for street furniture	Insurance schedule and Asset Register	2		
	Claim against officials (employees,	4	Cover of £500,000	Standard cover in insurance schedule	2		

	councillors and volunteers)						
	Claim against the council for libel and slander	4	Cover of £500,000	Evidence of increased risk of litigation	2		
	Personal accident of employee, councillor or volunteer on council business	6	Cover of up to £1 mill for any one person plus £500 pw temporary disablement up to 104 weeks	Weekly cover commensurate with average weekly salary	2		
	Employee Dishonesty leading to loss or damage for council	4	Cover of £150,000	Standard cover of insurance schedule	2		
	Cost of legal expenses if sued	4	Cover £500,000	Assessment of potential legal costs	2		
	Loss of or damage to defibrillator and cabinet	2	Cover of £5,000	Standard cover in insurance schedule	1		
Administration	Loss of data on PC	6	Continue regular back up of data and continue virus protection on PC	Backups on external hard drive stored in separate building	1		
	Loss of service of Clerk, inability to continue work of council	4	Immediately advertise vacancy if permanent loss and request help from HALC for temporary cover Continue Key person cover of £250/wk up to £2,500 in any period of insurance Business interruption cover £100,000	Clerk's service record £200 per month approx. cost of cover for bank Clerk from HALC	2		
	Incorrect payment arrangements	4	Requirement to report all gross payments to Council for approval Continue with requirement for signatories to initial cheque stubs and invoices Approval by 2 signatories for all internet transfers/BACS payments before payments made – during Covid lockdown approval to be given by email	Agendas and minutes. Cheque stubs Invoices Invoices initialled by Cllrs approving internet transfer/BACS payment – during Covid lockdown, delegation to be noted on invoices	1		
	Incorrect reconciliation	4	Full bank reconciliation of accounts for each meeting checked by Chair and reported to Cllrs at ordinary meetings	Accounts presented at meetings signed with minutes	1		
	Agency advice not available	4	Continue membership of HALC by council and SLCC by Clerk	Receipt of subscription	1		
Precept	Annual precept not the		Continue with budget consideration by	Notes of FAWG and full council			

	result of proper detailed consideration	1	Financial Advisory Working Group, followed by full Council	minutes	1		
	Inadequate monitoring of performance	1	Continue with budget report of receipts and payments against budget at each meeting, including variance between budget and actual	Budget reports and reconciliation at meetings	1		
	Illegal expenditure	2	Clerk to continue to advise council to ensure that all expenditure is within legal powers Policies to control financial management	Knowledge of law kept up-to-date by Clerk and councillors Policies in place	1		
Accounting	Non-standard and/or non-compliant records kept	4	Continue to require adequate, complete and statutory financial records and accounts	Records and accounts Regular audit	2		
	Non-compliance with statutory deadlines for completion/ approval/ submission of accounts and other financial returns	2	Continue to ensure that all accounts and returns are completed and submitted by the deadlines	Paperwork with submission dates	1		
	Non-compliance with internal audit process	4	Appoint internal auditor to undertake interim and end-of-year audit	Internal auditor appointed	2		
	Lack of opportunity for public oversight of accounts	3	Continue to publicise accounts for general inspection	Accounts published as required	1		
	Lack of up-to-date Financial Regulations and employment policies	3	Continue to review policies at least annually or when changes in legislation occur	Review of policies in line with information resulting from membership of HALC and SLCC Minutes	1		
Contracts	Ensure continued value for money in tandem with continuity of work	9	Ensure quote or tender process is used in line with adopted Financial Regulations, including The Public Contracts Regulations for £25,000 or over and EU Contract requirements	Notes of quote or tender process in the minutes	3		
Assets	Loss of assets (not recorded correctly on Asset register)	2	Annual check of assets followed by review of Asset Register by Financial Advisory Working Group at least annually or following addition/deletion of assets	Notes of FAWG	1		
Data protection, website, internet and email	Data breach	6	GDPR and data management policies Cover of £100,000 for data breach legal expenses Cover of £500,000 for content of website and email systems if Council's systems	Adopted policies Membership of HALC to access Data Protection Officer if breach identified. Use of .gov.uk email addresses for PC business,	3		

			hacked or third party's computer systems damaged	blind copy of personal addresses if email to more than one person who is not a councillor, unless permission given			
	Out-of-date website	3	Clerk and Councillors regularly review and maintain website	Up-to-date website	1		
	Website hacked by third party	3	Maintained by reputable local provider	Contract with website manager	1		

Date adopted by Marden Parish Council:

Date readopted by Marden Parish Council:

Signed:

Chair, Marden Parish Council