

**Drayton Bassett Parish Council**

**RISK REGISTER**

<b>Date Created</b>	<b>Date Adopted</b>	<b>Date Last Reviewed</b>	<b>Next Review Date</b>
	May 2022	June 2023	May 2024

<b>Very likely</b>	<b>Acceptable Risk</b> <b>(medium – 2)</b>	<b>Unacceptable Risk</b> <b>(high – 3)</b>	<b>Unacceptable Risk</b> <b>(extreme – 5)</b>
<b>Likely</b>	<b>Acceptable Risk</b> <b>(low – 1)</b>	<b>Acceptable Risk</b> <b>(medium – 2)</b>	<b>Unacceptable Risk</b> <b>(high – 3)</b>
<b>Unlikely</b>	<b>Acceptable Risk</b> <b>(low – 1)</b>	<b>Acceptable Risk</b> <b>(low – 1)</b>	<b>Acceptable Risk</b> <b>(medium – 2)</b>
<b>Occurrence / Impact</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>

## 1 Organisation

Ref	Risk	Probability	Impact	Policy	Responsible Person
1.1	Loss of Parish Clerk	Medium	High	Maintain continuity via SPCA details of Locum Clerk Service Current Clerk to ensure all records are up to date and passwords are secure and a copy taken.	Clerk Council
1.2	Loss of RFO	Medium	High	The RFO is also the Parish Clerk. Ensure that Internal Audit occurs x 2 per year. Maintain continuity via SPCA details of Locum Clerk Service	Clerk Council
1.3	Loss of IT Data	High	High	Current laptop is not fit for purpose and outdated. Need to ensure that new laptop is procured in reasonable time and populated with required information.	Clerk Council
1.4	Loss of Councillor	Medium	Low	Guide to filling casual vacancy obtainable from SPCA. Notify LDC on vacancy and advertise when able.	Clerk

## 2 Community Space

Ref	Risk	Probability	Impact	Policy	Responsible Person
2.1	Incorrect use of Village Park	Low	Low	No policing on this matter. Reliance on local residents to do the policing.	Councillors
2.2	Breach of Dog Ban in park	Low	Low	No policing on this matter. Reliance on local residents to do the policing.	Councillors Residents
2.3	Incident due to flooding	Low	Medium	Have safety barriers that can be put up to deter people from going into the flooded areas. Work with neighbouring farmer to solve the draining issues.	Councillors Neighbouring Land Owner
2.4	Damage of play equipment	Medium	High	Ensure that annual playground checks are undertaken. Ensure that risks identified are rectified within 2 months.	Clerk Councillors

### 3 Finance and Management

Ref	Risk	Probability	Impact	Policy	Responsible Person
3.1	Loss of Council Assets	Low	Low	Secure storage for assets not in use. Ensure full record of items is kept up to date with photographs. Internal Auditor to review Asset Register and insurance.	Clerk Internal Auditor
3.2	Theft / Fraud	Low	High	Regular scrutiny by Members of financial records. Proper recording in minutes of all approved spend under which powers. Regular budget monitoring by Members. Review of letter of appointment of Internal Auditor to include areas of risk eg VAT, PAYE, cheque signing. Two signatories required for BACS transactions.	Clerk, Councillors, Internal Auditor
3.3	Non compliance with Standing Orders / Financial Regulations	Low	Low	Annual scrutiny of Standing Orders by Members.	Councillors Clerk
3.4	Loss of Income	Low	Low	Regular budget monitoring by Members. Full budget appraisal to be undertaken prior to Precept request submission.	Clerk Councillors
3.5	Propriety – Cllr Abuse of position	Low	Low	Maintain Register of Interest for Members. Gifts and Hospitality to be declared. Code of Conduct to be agreed by Full Council.	Councillors Clerk
3.6	Cash Security	Low	Low	Petty Cash facility has been closed and money placed into bank account. No cash to be held.	Clerk Internal Auditors

<b>3.7</b>	Inadequate insurance	<b>Low</b>	<b>Medium</b>	Assess risk to Assets and liabilities. Use established UK based insurance company. Ensure Employers Liability in place for +£10m.	Clerk Internal Auditors
<b>3.8</b>	Budget set too High / Low	<b>Low</b>	<b>Low</b>	Use historic data to work out an agreed forecast programme. Work to realistic estimated or accurate quotes.	Clerk Councillors
<b>3.9</b>	Problems with Contracts	<b>Low</b>	<b>Low</b>	Ensure full tender documentation in place to get quotes. Agree price and costs before letting any contract. Cllrs to consider unforeseen work. Ensure contractors are fully insured and get copy of their risk assessment and method work prior to starting the work. Keep up to date records of all contracts held by the parish council.	Clerk Councillors
<b>3.10</b>	Salaries and Associated Costs	<b>Low</b>	<b>Low</b>	Clerk uses Sage package to undertake payroll – this calculates tax, NI etc. Ensure all NALC updates are regularly monitored and implemented.	Clerk
<b>3.11</b>	Annual Return	<b>Low</b>	<b>High</b>	Ensure that all sections of AGAR are completed with the internal Auditor. Ensure all notices are posted on website and notice boards.	Clerk

#### 4 Democratic

Ref	Risk	Probability	Impact	Policy	Responsible Person
4.1	Defamation	Low	High	Libel and Slander Insurance of £250,000. Members to periodically undergo Code of Conduct training.	Councillors Clerk
4.2	Compliance with Code of Conduct	Low	High	Completion of signed acceptance of office forms. Annual review of Members Interests.	Councillors Clerk
4.3	Inaccurate Minutes	Low	Low	Drafts to be passed to Clrs before placing on website. Minutes to be approved at next meeting.	Councillors Clerk
4.4	Loss of Minutes	Low	Medium	Electronic back up on to the computer and signed hard copies kept in file with the Clerk.	Clerk
4.5	Loss of paperwork in Clerks home or Sports hall	Low	Medium	Review records held in sports hall – need to send to Staffs County Council if they are for public record.	Clerk Councillors
4.6	Deficient Standing Orders	Low	Low	Standing Orders to be reviewed once per year by Full Council.	Councillors Clerk