



Risk Register

Adopted at the Parish Council Meeting on 9th December 2015

(Minute reference 2015/16_34)

Reviewed & re-adopted on the 10th May 2017. Minute ref:2017_18_92

Assessment scoring: 1: low; 2: low/medium; 3: medium; 4: medium/high; 5: high

Activity	Risk	Cause	Effect	Likelihood	Severity	Actions
1 Finances	Sudden large expenditure required or excessive under-budgeting	Unforeseen problem / Poor budgeting	Service not provided Lack of confidence in Council Inability to carry out functions Insufficient funds for contingencies	2	3	Council has some reserves Insurance in place to cover major risks
2 Finances	Fraud	Inadequate controls	Loss of funds	1	5	Annual internal and external audit Bank balances reported to every meeting Bank balances and expenditure audited by councillor at every meeting Cheques signed by 2 Councillors Internal Financial Check conducted twice a year Insurance in place to cover any resulting financial losses
3 Contractors	Contractors not supplying agreed services	Unavailable due to illness, poor weather	Poor services	2	4	Insurance cover Maintain an up to date register of assets Regular maintenance arrangements for physical assets Annual review of risk and adequacy of insurance cover
4 Parish Council records and archives	Loss of Parish Council records and archives	Fire, flood, theft		2	4	Lodge archived records with Gloucestershire County Council's Records Office
5 Records	Loss of documents on Clerk's computer	Computer crash, fire, flood, theft	Loss of records, agreed actions	2	4	Back-up copies of documents onto portable hard drive and store away from PC Minutes kept as hard copies and copied to all councillors
6 Clerk to the Parish Council	Unavailability	Resignation, illness etc	Work of the Parish Council cannot be carried out	2	5	Urgent work carried out by the Chairman and other Parish Councillors. Contact the GAPTC about availability of temporary cover
7 PC Meetings	Accommodation unavailable for meetings	Damage to village hall	Meeting room unavailable	1	2	Use nearby village hall or similar amenity
8 Membership of Parish Council	Vacancies in membership	Resignation, retirement, insufficient nominations at elections	Meetings cannot take place due to being inquorate	2	5	Identify, on an unofficial basis, local residents who might be interested in becoming members of the Parish Council. Advertise on local noticeboards and public meeting areas in parish when necessary
9 Assets	Damage	Vandalism, Accident, storm	High cost of repair Loss of Assets Disruption Damage to public property or person	3	4	Insurance cover Maintain an up to date register of assets Regular maintenance arrangements for physical assets Annual review of risk and adequacy of insurance cover
10 Minutes	Inaccurate reporting of Council business in the Minutes	Confusion and misunderstandings Actions not reflecting intentions of Council	Claim against Council	2	5	Approval by Council Chairman to sign copies of minutes
11 Activities	Damage to third party individual due to service or amenity provided	Poor maintenance Accident	Claim against Council	2	2	Public Liability Insurance Regular checks of facilities Ensure all amenities/facilities are maintained to appropriate level