

BIRDINGBURY PARISH COUNCIL RISK REGISTER – NOVEMBER 2022

Adopted 22.11.22, review due November 2023

Activity	Risk	Cause	Effect	Likelihood	Severity	Score (L x S)	Action
Legal Liability							
Parish Council records and archives	Loss of Parish Council records and archives	Fire, flood etc.	Parish Council records being lost	2	5	10	Archived records are currently stored in St Lawrence Church. Consideration ought to be given to lodging the archived records with Warwickshire County Council's Records Office Take back-up copies of electronic documents and, ideally, store off site at another location (e.g., Cloud storage).
				2	5	10	
Clerk to the Parish Council	Unavailability	Resignation, illness etc.	Work of the Parish Council cannot be carried out	2	5	10	Urgent work carried out by the Chairman and other Parish Councillors. Contact the Warwickshire Association of Local Councils regarding availability of temporary cover. 01789 472616
Use of village hall for meetings	Accommodation unavailable for meetings	Damage to village hall	Meeting room unavailable	1	2	2	Seek to use village hall in neighbouring villages
Minutes/agenda/statutory notices	Loss of paperwork, regulatory time for publishing agenda not adhered to	Resignation, illness, paperwork not stored adequately, no back up of digital data	A meeting could be unlawful, loss of confidence in the Parish Council by the Public	1	5	5	Paperwork is kept in paper form and digital form; Electronic data is stored within the cloud. Publication of agendas and minutes on website and noticeboard/s
Insurance	Loss of finances, damage to assets which	Failure to arrange adequate insurance,	Loss of faith by the public, possible investigation	1	5	5	Birdingbury is a small Parish with few assets or liabilities. Ensure Insurance premium covers public liability, and assets.

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	cannot be rectified or replaced, public liability not covered	failure to pay premium	by Local Authority, Parish Council take over by Local Authority				
Ensuring activities are within legal powers	Parish Council making decisions ultra-vires	Lack of knowledge, not following advice	Loss of money, possible insurance claim, Investigation by other services (Local Authority Monitoring Officer, Police)	1	5	5	Ensure Clerk has appropriate training. Ideally Cllrs to attend training sessions. Membership of WALC, NALC. Audits
Data Protection	Loss of third-party data held by the Parish Council	Disclosure of third-party information	Possible investigation by the Information Commissioner, ultimately damages could become payable	1	5	5	The Parish Councils stores very little, if any public information. All payments are made by BACS. The Parish Council is registered with the Information Commissioners Office.
Proper document – paper or electronic, control	Loss of legal documents, data breach relating to previous employees	Lack of knowledge, inadequate storage, not disposing of information no longer required	Inability to provide information, possible data breach, loss of credibility of Parish Council	1	5	5	Minutes to be stored in both paper and electronic format. Consideration to be given to lodging previous minutes with County Record Office. At new financial year, ensure you have seven complete years of records and dispose of any other paperwork.

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Playground	Risk to third parties	Lack of inspection, timely repairs not undertaken	Minimum – slight injury Maximum - death	2	5	10	Regular inspections, repairs undertaken promptly, records kept.
Employer liability and employment law	Grievances/tribunal submitted by existing or former Clerk, HMRC payments not fulfilled	Lack of knowledge of employment law and statutory requirements	Loss of credibility of Parish Council	1	5	5	Cllrs to be aware of basic employment law, undertake training. WALC and NALC membership for support
Finance							
Banking arrangements (including Online Banking)	Bank experiences financial problems	Loss of confidence in the banking sector	Parish Council funds are lost or are inaccessible	1	5	5	Monitor national financial developments and move funds to another bank if problems are anticipated
Parish Council finances	Fraudulent use of funds	Inadequate controls and practices	Loss of public funds	1	5	5	Annual internal and external audit Financial and budgetary controls regularly reviewed Two Cllrs are required to authorise payments
Reporting and auditing	Parish Council becomes financially unstable	Inadequate controls and practices	Loss of public funds	1	5	5	Finances are reviewed at every meeting

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Precept	Inadequate precept to enable the Council to carry out its Statutory duties	Poor budgeting, reluctance to increase the precept due to external influence	Unable to meet financial expenses	1	5	5	Practical budgetary planning based on actual figures and any estimates received
Insurance	Loss of finances, damage to assets which cannot be rectified or replaced, public liability not covered	Failure to arrange adequate insurance, failure to pay premium	Loss of faith by the public, possible investigation by Local Authority, Parish Council take over by Local Authority	1	5	5	Birdingbury is a small Parish with few assets or liabilities. Ensure Insurance premium covers public liability, and assets.
Employee	Fraud by member of staff	Inadequate supervision	Loss of public funds	1	5	5	Finances are reviewed at every meeting. All paperwork is available.
Comply with HMRC regulations	Appropriate returns not being made	Lack of knowledge	Bring the Parish Council into disrepute	1	5	5	Payroll is outsourced, so all returns are filed by the payroll provider.
Councillor Probity							
Membership of Parish Council	Vacancies in membership	Resignation, retirement, insufficient nominations at elections	Meetings cannot take place due to not being quorate	1	5	5	Identify, on an unofficial basis, residents who might be interested in becoming members of the Parish Council. Report non quorate position to Local Authority to seek support.
Members Interests	Conflict of interest, embarrassment	Non declaration, failure by Cllrs to update their	Possible investigation by Local	1	5	5	Cllrs to be reminded of the requirement to keep their register of interest up to date at least once a year at Annual Council Meeting

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	of Parish Council	registered interests.	Authority, loss of public confidence				
Declaration of Interests at each meeting	Conflict of Interest	Failure by a Cllr to declare an interest	Loss of confidence in decision making by the Parish Council	1	5	5	Ensure item is on every agenda. Cllrs to confirm they understand this requirement, and this is recorded in minutes.
13. Insurance	Loss of finances, damage to assets which cannot be rectified or replaced, public liability not covered	Failure to arrange adequate insurance, failure to pay premium	Loss of faith by the public, possible investigation by Local Authority, Parish Council take over by Local Authority	1	5	5	Birdingbury is a small Parish with few assets or liabilities. Ensure Insurance premium covers public liability, and assets.
Assets							
Assets	Loss or damage	Damaged by a third party intentionally or unintentionally	Loss of asset, replacement or repair of asset, possible danger to others	1	5	5	Ensure all assets are covered by insurance, inspect assets for repair/renovation.
Provision of facilities	Loss/damage to seats, notice boards and bus shelter and grit bins	Vandalism, accidents etc.	Loss of facilities	3	3	9	Ensure regular maintenance . Ensure that all items are adequately insured.

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

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