



# Greenham Parish Council

Corporate Risk Register

Drafted May 2017

Adopted May 2021

V6 Revised and approved 5<sup>th</sup> May 2021

Greenham Parish Council

Corporate Risk Review

***The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.***

## **Overview**

A Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, making sure that all employees and councillors are made aware of the results of the risk assessment.

This document has been produced to enable Greenham Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

In conducting this assessment, the following methodology was followed:

- **Identify** the areas to be reviewed.
- **Identify** what the risk may be.
- **Evaluate** the management and control of the risk and record all findings.
- **Review, assess and revise procedures** if required.

This Risk Assessment is being adopted formally in tandem with the Council's Insurance Renewal, due on 1<sup>st</sup> June 2021.

Moreover, this assessment has considered a broader scope of risk than previous assessments have, and it has done so using a more systematic approach. Both probability and impact of risk are considered, and mitigation is applied to reduce either or both of these factors. The residual risk is noted and, importantly, outstanding activity to realise the reduced residual risk is highlighted

Lisa Blake, Clerk to the Council  
May 2021

Risk	Probability	Impact	Mitigation	Residual Risk Review
<b>1.Finance</b>				
Inadequacy of precept	LOW	MED	To determine the precept amount required, the Parish Council regularly receives budget update information from the Clerk/RFO and the precept is an agenda item at full Council meetings. At the Precept meeting the Council members receive a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Clerk. The precept is then approved at the Full Council meeting with the agreement of Councillors.	LOW Existing procedures adequate – review annually
Precept requirements not submitted to District Council	LOW	MED	With the above information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from the District Council. This figure is submitted by the Clerk in writing to the District Council.	LOW Existing procedures adequate – review annually
Precept not received from District Council	LOW	HIGH	Payments are made via electronic bank transfer. The Clerk informs Council when the monies are received (normally May and October).	LOW Existing procedures adequate – review annually
Inadequate records / financial irregularities	LOW	MED	Established recording process in accordance with 'Governance and accountability for Smaller Authorities' guidelines published by SLCC June 2016. The records are subject to both internal and external audit. Money can only be withdrawn from the bank account/Building Society Account under signature of two Councillors, who are independent of the financial record keeping and Responsible Financial Officer.	LOW Existing procedures adequate – review annually

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Inadequate banking checks / reconciliation	LOW	LOW	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Financial regulations reviewed in June every year.	LOW Existing procedures adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election. Monitor the bank statements monthly.
Banking errors (caused by bank)	LOW	LOW	If the bank makes errors in processing cheques this would be discovered when the Clerk reconciles the bank accounts once a month when the statements arrive. Errors would be dealt with immediately by informing the bank and awaiting their correction.	LOW Existing procedures adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election. Monitor the bank statements monthly.
Fraudulent / incorrect payment of invoices	LOW	MED	The Council has Financial Regulations, which set out the requirements for invoice payment. At each Council meeting the list of invoices paid is distributed to Councillors, and considered. Each Councillor who signs the cheque, also checks each invoice against the cheque book and associated paperwork and initials the chq stub and invoice, as evidence of this. Each authorised payment is minuted, the invoice number and cheque stub number noted for audit.	LOW Existing procedures adequate. Review the Financial Regulations when necessary.
Fraudulent / incorrect payment of grants and support (payable)	LOW	MED	All such expenditure goes through the required Council process of approval, minutes and listed accordingly.	LOW/MED Existing procedure adequate.

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<p>Fraudulent / mismanagement of grants (receivable)</p>	<p>LOW</p>	<p>HIGH</p>	<p>Regular management updates to awarding authorities. Partnership: co-option of members of awarding authorities onto Council working groups and committees. The Clerk now requests an email, from the recipient confirming receipt of the Grant. This has been requested by the Auditor and introduced in 2021. A list of grants awarded can be found on the Greenham Parish Website.</p>	<p>LOW Review engagement with awarding authorities at monthly Council meetings.</p>
<p>Failure to achieve Value for Money: contracts awarded incorrectly, and /or overspend on services</p>	<p>MED</p>	<p>MED</p>	<p>Standard Parish Council practice is to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services (above £25,000), formal competitive tenders would be sought using the Government Contracts Finder website. This process would be administered independently by the Clerk. If a problem were encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.</p>	<p>LOW Existing procedure adequate. Include when reviewing Financial Regulations.</p>
<p>Salary paid incorrectly Wrong deductions of NI or Tax Unpaid Tax &amp; NI contributions to HMRC</p>	<p>MED</p>	<p>LOW</p>	<p>The Parish Council authorises the appointment of all employees. Salary rates are assessed annually by the Council and applied on 1<sup>st</sup> July each year. Salary and payments to the HMRC are made monthly and reported at main Council meetings. GPC use an external company to calculate payroll.  All is subject to the internal audit.</p>	<p>LOW Existing appointment and payment system is adequate.</p>

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Loss of key personnel (Clerk to the Council)	MED	HIGH	<p>The Clerk's role would be advertised and another appointment made. In the meantime, the assistance of a temporary Clerk and/or neighbouring Parish Clerks would be sought.</p> <p>Alternatively, a Councillor would be seconded into the Clerk's role (unpaid). If the Chairman took on the duties of the Clerk or the Responsible Financial Officer then they would resign their position as Chairman to ensure separation of powers.</p> <p>Approach BALC for locum / advertising.</p>	MED
Financial fraud by Officers	LOW	MED	<p>Sufficient fidelity guarantee (no less than £250k) in insurance cover</p> <p>Annual insurance review by Clerk</p>	LOW
Loss to third party following actions /advice provided by Councillors and/or Officers	LOW	HIGH	<p>Sufficient Councillors and Officers indemnity included in insurance cover</p> <p>The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Membership of Berkshire ALC and Society of Local Councils</p> <p>Councillors should receive induction training in accordance with BALC guidance</p> <p>Annual insurance review by Clerk</p>	LOW
Loss to third party / employees on Council property / in execution of Council business	LOW	HIGH	<p>Sufficient Public Liability indemnity (no less than £12Mil) included in insurance cover</p> <p>Annual insurance review by Clerk</p>	LOW

Risk	Probability	Impact	Risk Management / Mitigation	Residual Risk
<b>2. Constitutional / Operating Risk</b>				
Unexpected Parish Council Election	LOW	LOW / MED	Accept risk - hold reserves to cover the likely cost based upon the estimated cost supplied by the District Council from time to time.	LOW Existing procedure adequate
Inadequate / inaccurate Minutes, Agendas, Notices Statutory Documents	LOW	LOW	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings managed by the Chair in accordance with Council Standing Orders.	LOW
Councillors' conflict of interests	MED	LOW	Declaration of Interests standing agenda item in all Council and Committee meetings. Register of Member's Interest forms reviewed annually by Councillors.	LOW
Damage to assets / items under the Council's care, e.g. notice boards, bus shelters, defibs etc.	MED	MED	Annual review of asset register (Clerk)  Periodic inspections of defibs, notice boards and bus shelters instigated (Clerk)	LOW
Business Continuity Loss of Council Files (electronic)	LOW	HIGH	Currently all electronic files-are stored on Google Drive.  All emails retained for rebuttal.	LOW
Business Continuity Loss of Council Files (hard copy)	LOW	HIGH	All invoices and bank statements held on paper file stored in Council's office.	LOW Existing procedure adequate
<b>3. Control Tower Risk</b>				
Building is not maintained to suitable standards by Greenham Control Tower Limited (GCTL)	LOW	MED	Lease and Joint Working Agreement in place. Quarterly reports due from GCTL. One Councillor (Steve Jones) is a director of GCTL. Greenham Parish Council carry out regular inspections.	MED Ongoing monitoring Quarterly reports are currently being received.