



Greenham Parish Council

Corporate Risk Register

Drafted May 2017

Adopted May 2019

V4 Revised and approved 8th May 2019

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

Overview

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 was formally adopted in January 2018. It re-examined the previous risk register and reviewed the continued relevance of the risk and the activity required to mitigate that risk.

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

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 2019

Risk	Probability	Impact	Mitigation	Residual Risk Review Any outstanding actions in red highlight
1.Finance				
Inadequacy of precept	LOW	MED	To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Clerk.	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.	
Precept not received by District Council	LOW	HIGH	The Clerk informs Council when the monies are received (approx. April and Sept).	

Inadequate records / Financial irregularities	LOW	MED	<p>Established recording process in accordance with 'Governance and accountability for Smaller Authorities' guidelines published by SLCC June 2016.</p> <p>The records are subject to both internal and external audit.</p> <p>Money can only be withdrawn from the bank account under signature of two councillors, who are independent of the financial record keeping and RFO.</p>	<p>LOW</p> <p>Existing procedures adequate – review annually</p>
Inadequate banking checks / reconciliation	LOW	LOW	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	<p>LOW</p> <p>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.</p>
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.	<p>LOW</p> <p>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.</p>
Fraudulent / Incorrect payment of invoices	LOW	MED	<p>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.</p> <p>Each Councillor who signs the cheque also checks each invoice against the cheque book and associated paperwork and initials the chq stub as</p>	<p>LOW</p> <p>Existing procedures adequate. Review the Financial Regulations when necessary.</p>

			evidence of this. Each authorised payment is minuted, the invoice number and cheque stub number noted for audit.	
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.
Fraudulent / mismanagement of grants (receivable)	LOW	HIGH	Regular management updates to awarding authorities. Partnership: co-option of members of awarding authorities onto council working groups and committees.	Review engagement with awarding authorities at monthly Council meetings.
Failure to achieve Value for Money: contracts awarded incorrectly, and /or overspend on services	MED	MED	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 £10,000), formal competitive tenders would be sought using the .gov 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.	LOW Existing procedure adequate. Include when reviewing Financial Regulations.
Salary paid incorrectly / Wrong deductions of NI or Tax / Unpaid Tax & NI contributions to HMRC	MED	LOW	The Parish Council authorises the appointment of all employees. Salary rates are assessed annually by the Council and applied on 1 July each year. Salary and payments to the HMRC are made	LOW Existing appointment and payment system is adequate.

			<p>monthly and reported at main Council meetings. GPC use an external company to calculate payroll.</p> <p>All is subject to the internal audit.</p>	
Loss of key personnel (Clerk to the Council)	MED	HIGH	<p>Address turnover rate – improve conditions of work.</p> <p>The Clerk’s role would be advertised and another appointment made. In the meantime the assistance of neighbouring parish clerks would be sought.</p> <p>Alternatively, a parish councillor would be seconded into the Clerk’s role (unpaid). Where the chairman undertook Responsible Financial Officer role a second councillor would be nominated as PO to ensure separation of powers.</p> <p>Consider recruitment of deputy clerk to prevent turnover rate.</p> <p>Approach BALC for locum / advertising.</p>	MED
Financial fraud by staff	LOW	MED	<p>Sufficient fidelity guarantee (no less than £250k) in insurance cover</p> <p>Annual insurance review by clerk</p>	LOW
Loss to 3 rd party following Actions /advice provided by cllrs and/or staff	LOW	HIGH	<p>Sufficient councillors / Staff 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>LOW Revised Apr 2017</p> <p>Clerk SLCC membership renewed Apr 2018.</p>

			<p>Cllrs Should received induction training in accordance with BALC guidance</p> <p>Annual insurance review by clerk</p>	<p>Cllrs are provided with training opportunities and inducted by the clerk together with The Good Councillor's Guide</p>
<p>Loss to 3rd Party / employees on council property / in execution of council business</p>	<p>LOW</p>	<p>HIGH</p>	<p>Sufficient Public Liability indemnity (no less than £12Mil) included in insurance cover</p> <p>Annual insurance review by clerk</p>	<p>LOW</p>

Risk	Probability	Impact	Risk Management / Mitigation	Residual Risk Any outstanding actions in red highlight
2. Constitutional / Operating Risk				
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/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 etc.	MED	MED	Annual review of asset register (Clerk) Periodic inspections of notice boards and bus shelters instigated (Clerk)	LOW

Business Continuity Loss of council Files (electronic)	LOW	HIGH	Currently, all electronic files have been migrated to Dropbox. 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 metal cabinets in Council's offices.	LOW Existing procedure adequate

Risk	Probability	Impact	Mitigation	Residual Risk Review
3. Control Tower Risk				
Building is not maintained to suitable standards by GCTL	LOW	MED	Lease and JWA in place Quarterly reports due from GCTL Several councillors in GCTL GPC carry out regular inspections	Ongoing monitoring

Any outstanding actions
in red highlight