



Guiting Power Parish Council Risk Register

**Adopted at the Parish Council Meeting on 16th May
2019
(Minute reference 190516/17)**

Guiting Power Parish Council Risk Register - reviewed December 2015

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| Assessment scoring: 1: low; 2: low/medium; 3: medium; 4: medium/high; 5: high | | | | | | | |
|---|---|---|---|------------|----------|-------|---|
| Activity | Risk | Cause | Effect | Likelihood | Severity | Score | 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 | 5 | Council has some reserves Insurance in place to cover major risks |
| 2 Finances | Fraud | Inadequate controls | Loss of funds | 1 | 5 | 6 | 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 | 6 | 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 | 6 | 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 | 6 | 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 | 7 | 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 | 3 | 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 be being inquorate | 2 | 5 | 7 | 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 | 7 | 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 | 7 | 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 | 4 | Public Liability Insurance Regular checks of facilities Ensure all amenities/facilities are maintained to appropriate level |