

Wrose Parish Council
Risk Register May-22

Subject	Risk Description	Risk Likelihood	Risk Impact	Risk Impact	Responsibility	Management & Controls	Review & Action Required
Assets	Maintenance and protection of physical assets	Low	Failure to properly maintain assets could lead to untimely and expensive replacement or theft of assets, or contributing to a run-down appearance Reputational damage to WPC due to poor management of street scene	Low	Councillors	Items covered under insurance Items displayed in public are part of visible street furniture Informal monitoring of assets Regular grass-cutting of Land off Low Ash	Updated Asset Register completed in April 2021
Assets	Asset register is not maintained	Low	Failure to publish Asset Register means failure of annual audit	High	Clerk	Annual review of Asset Register undertaken by WPC Asset Register published online	Updated Asset Register completed in April 2021
Audit	Inaccurate or incomplete, failure to submit within time limits	Low	Failure to correctly complete audit or to submit it within time limits can lead to further investigation and sanction from External Auditors Reputational damage to WPC	High	Clerk	Clerk to manage audit process as Responsible Financial Officer (RFO) YLCA members ensures regular reminders from YLCA during audit process period External auditors contact WPC with reminders in run up to audit process	
Conduct of council business	Council meetings not being quorate	low	Unable to undertake decisions on council business	High	Councillors	Recruit additional councillors when vacancies occur. Ensure adequate notice of apologies for absence for council meeting are provided to the Clerk.	
Councillor propriety	Registers of Interests and gifts and hospitality in place	Low	Councillors fail to declare conflict of interests leading to poor or illegal decision making that inappropriately benefits Councillors Reputation damage to the Parish Council Potential dissolution of the Parish Council	High	Councillors	Register of interest completed and links placed on WPC website. Council members are reminded of their obligations re gifts and hospitality by way of printed details on each agenda.	Updated Register of Interests completed by Councillors in March 2021. Links to Register of Interests placed online in April 2021.
Finance	Failure of bank where balance is held	Low	Collapse of bank where WPC balance is held could lead to loss of money	High	Councillors	All balances held with a high street bank Balances covered by FSCS rules on balances of <£85,000 Insurance coverage?	
Finance	Financial controls and records are not maintained	Low	Poor financial controls would jeopardise the annual audit process and potentially lead to overspend of council budgets, causing future unplanned cuts Reputation damage to WPC	High	All	Monthly reconciliation which is reported to the Council. Two signatories on cheques. Internal and external audit.	
Finance	Failure to comply with Customs and Excise Regulations Failure to claim eligible VAT refund	Low	Failure to reclaim VAT can lead to lost income for the council	Low	Clerk	VAT claims calculated by the Clerk. Internal and external auditor to provide double check.	
Finance	Failure to follow budget process	Low	Failure to properly budget can jeopardise audit process and lead to poor decision making on setting the precept Lack of public discussion on budget can cause reputation damage to WPC and contribute to lack of transparency and accountability	High	All	Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council monthly. Budget published online in accordance with regulations.	
Finance	Adequacy of precept	Low	Failure to amend Precept to match budget ambition may lead to inability to deliver new or expanded programmes	Medium	Councillors	To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at Council Meeting in November and January.	

Finance	Precept not submitted to BMDC	Low	Failure to consider and submit Precept may lead to budget freeze and failure to meet budget ambitions	Medium	Clerk	Submitted by the Clerk in writing to BMDC following budget/precept approval and before end January. BMDC contact WPC in run-up to precept setting period with forms and reminders.	
Finance	Two councillors not being available to sign cheques	Low	Payments to suppliers delayed	Medium	Cheque signatories	Ensure adequate notice of apologies for absence for full council meeting are provided to the Clerk.	
Insurance	Insurance not in place	Low	No insurance would mean exposure to liabilities relating to assets and events for WPC and potential risk to third parties and the public	High	Clerk	Insurance is in place and renewed annually at public meeting.	
Insurance	Inadequacy of insurance	Low	Failure to ensure sufficient insurance coverage could lead to unplanned exposure to liabilities relating to assets and events for WPC	High	Clerk	Insurance review should also include review of coverage against planned activities and projects to ensure it is kept up to date.	
Insurance	Cost increase	Low	Insurance costs go up increasing pressure on council budgets	Low	Clerk	Insurance review should also include review of alternate providers to ensure competitiveness of insurance costs	
Legal Liability	Ensuring activities are within legal powers	Low	WPC acting outside of its legal powers could expose council and councillors to legal action	High	Clerk/Councillors	Clerk checks legal position on any new proposal. Legal advice to be sought where necessary.	Training programme for Cllrs and Clerk to stay updated on legislation/regulatory changes
Legal Liability	Proper and timely reporting via the minutes	Low	Failure to record and publish minutes will impact audit process and create a lack of accountability and transparency at the council Reputation damage to WPC	Medium	Clerk/Councillors	Minutes of meetings are approved by the Council on a monthly basis. Minutes are published on Wrose Parish Council website and provided at subsequent meeting.	
Legal Liability	Proper document control	Low	Failure to ensure adequate document control will jeopardise annual audit process Reputation damage to WPC	High	Clerk	Documents are kept and maintained by the Clerk and should be reviewed by the council at least on an annual basis.	Clerk to train to SILCA qualification standard if not already.
Legal Liability	The storage and protection of council information and data	Medium	Loss could result in a breach of the data protection regulations	High	Councillors and staff	Personal data audit to highlight data that needs to be kept securely	
Staffing	The employment and retention of an effective Clerk and RFO	Low	High cost of a locum clerk would have budget implications. Potential interruptions in the work the council could undertake due to resource constraints. Potential loss of procedural knowledge. Councillor time commitment to retrain new staff	High	Chair as line manger to Clerk	Ensure competitive remuneration package in place. Hold annual appraisal sessions with current clerk to understand career aspirations and how the Council can support these. Ensure Clerk is clear about council priorities so that critical work is undertaken. Consider payment of overtime if additional hours needed on a short term basis	Book annual appraisal session.
Staffing	Work demands might exceed the contractual hours of the Clerk	Medium	Delays in completion of work.	Low	Chair as line manger to Clerk		