



PINCHBECK PARISH COUNCIL

GOVERNANCE AND MANAGEMENT

RISK REGISTER

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated, and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the subject.
- Identifies the risk.
- Identifies the level of risk.
- Evaluates the management and control of the risk and records findings.
- Reviews, assesses, and revises procedures if required.

REF	RISK AREA	RISK	RISK LEVEL i	MANAGEMENT	ACTION	REVIEW
1.0	FINANCIAL					
	Areas where there may be scope to use insurance to help manage risk					
1.1	Property and contents owned by the council	Loss or damage	H	An up-to-date register of assets and investments	Update Register. Review quarterly by FC ⁱⁱ , annually by Council. Publish on website.	20/05/25
1.2	Damage to third party property or individuals	Public liability	H	Property maintenance and insurance cover	Insurance held with Hiscox renewal date 21/09/24. Review by FC for Council approval.	31/07/24
1.3	Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Public liability	H	Annual review of risk and the adequacy of cover	Insurance held with Hiscox renewal date 21/09/24. Review by FC for Council approval.	31/07/24
1.4	Loss of cash through theft or dishonesty	Fidelity guarantee	L		Up-to-date and appropriate Financial Regulations in place. Regular reconciliation of cash balances against records. Any cash kept in safe.	20/05/24
1.5	Legal liability because of asset ownership	Public liability	H	Property maintenance and insurance cover	Property insurance in place. Renewal date 20/09/24. Annual and routine inspections of play equipment in place.	01/09/24
	Working with others to help manage risk					

REF	RISK AREA	RISK	RISK LEVEL	MANAGEMENT	ACTION	REVIEW
1.6	Security for vulnerable buildings, amenities or equipment		M		Inspection regime by landlord's contractor. Councillor inspections, tenant reporting systems	Annually
1.7	The provision of services being carried out under agency/partnership agreements with principal authorities	Standing orders and financial regulations dealing with the award of contracts	L		Agreements, SO ⁱⁱⁱ and FR ^{iv} reviewed annually by council.	20/05/24
1.8	Banking arrangements, including borrowing or lending	Detect and deter fraud or corruption	L		FR reviewed annually by council.	20/05/24
1.9	Ad hoc provision of amenities/facilities for events to local community groups	Public Liability	L		All hirers to provide evidence of PL insurance and risk appropriate assessments	Annually
1.10	Vehicle or equipment lease or hire	None in place	L		Hire from reputable companies, monitor by council	
1.11	Trading units (leisure centres, playing fields, burial grounds, etc.)	External contractors for maintenance	L		Or staff used – budget monitoring, employment law followed	
1.12	Professional services (architects, accountancy, design, etc.)	Standing orders and Financial regs deal with the awarding of contracts	L		County association or solicitors for legal advice.	
	Self-managed risks					
1.13	Proper financial records	In accordance with statutory requirements	L		Review quarterly by Cllrs, annually by IA	
1.14	Business activities	Ensuring that they are within the legal powers of councils	L		IA review on receipt and at half year and regular reference to legislation and guidance	
1.15	Borrowing	Complying with restrictions	L		No borrowing without formal review by Council	
1.16	Employment law and Inland Revenue regulations	Ensuring that requirements are met	L		Annual review by Personnel Committee. Annual IA review	01/11/24
1.17	VAT	Ensuring that requirements are met under HMRC regulations	L		VAT reclaims submitted each Qtr and reported to Council.	
1.18	Annual precept	Ensuring adequacy within sound budgeting arrangement	L		Annual Budget. Quarterly budget reviews by Council.	30/11/24
1.19	Monitoring of performance		L		Quarterly budget review by Council	31/07/24

REF	RISK AREA	RISK	RISK LEVEL	MANAGEMENT	ACTION	REVIEW
1.20	Grants	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	L		Grants policy and approval form to be produced.	
1.21	Council minutes	Proper, timely and accurate reporting of council business in the minutes	L		Minutes published on website within 30 days of meeting.	
1.22	Rights of inspection		L		Audited by IA and EA	
1.23	Document control	Proper systems	L		Policies approved and published on website	
1.24	Data breach or breach in Council's rules on confidentiality	Financial penalty from Information Commissioner's Office Loss of reputation	M	Councillors to be made aware of their duty to consider their requirement to register for data protection. Unless necessary, redact personal data shared with councillors. Use of Parish Council email address by councillors	As required on councillor appointment followed by regular training or awareness sessions.	
1.25	Register of Members' Interests and Gifts and Hospitality	In place, complete, accurate and up to date	L		Annual review of PC and DC website by FC	
1.26	Failure to declare chair's allowance for tax purposes.	Loss of reputation	L	Chair to consider tax implications of receiving allowance. Chair to keep receipts to provide evidence of expenses. Allowance to be paid via payroll if appropriate.	On payment	
1.27	Compliance with Transparency Code		L		Annual review of code and compliance by FC	
2.0	OPERATIONAL					
2.1	Loss of key staff	Loss of financial control Correspondence backlog	M	Succession Planning Office procedures Budgetary procedures Job descriptions Appraisal system	Annual	

REF	RISK AREA	RISK	RISK LEVEL	MANAGEMENT	ACTION	REVIEW
2.2	Loss of meeting venue	Room unavailable. Building out of use.	L	Advance booking of meetings. Rooms under PC control. Use of remote meeting facilities (when lawful)	Annual Monthly	
2.3	Staff lack relevant skills or training	Inefficient operation	L	Personnel appraisal	Annual	
2.4	Failure in the provision of services for agency/ partnership agreements with principal authorities	Loss of reputation Loss of service	L	Clear agreements in place. Review performance against targets. Supplier's insurance review	Annual	
2.5	Loss of telephone or internet	Reduction in services Loss of financial control Loss of reputation	M	Redundancy of location (home/office) Use of personal mobiles.	Annual	
2.6	Loss of records through damage, fire, or theft.	Loss of control Loss of reputation	L	Electronic copies available	Annual	
2.7	Loss of data from malicious software attack, software failure, hardware failure, damage to hardware, or accidental data removal.	Loss of service Loss of financial control Loss of records	H	Redundancy of storage locations (cloud/multiple SSDs) Use of Minimum password requirements. Dual factor authentication. Maximise Office 365 security score. Regular backups. Testing of data recovery procedures.	Annual	
2.8	Electronic theft of data	Data breach	L	Minimise storage of sensitive information. Data Protection policy. Minimum password requirements. Dual factor authentication. Maximise Office 365 security score.	Annual. Incident occurrence	
3.0	PROCEDURAL					
3.1	Failure to meet consultation deadlines	Affect reputation. Non-participation	L	Documented procedures for consultations	Annually. Consultation questions Non-participation	

REF	RISK AREA	RISK	RISK LEVEL ⁱ	MANAGEMENT	ACTION	REVIEW
3.2	Councillors lack relevant skills or understanding	Ultra Vires decision making Council inefficiency Loss of reputation	L	Training for Councillors. Post election refreshers. Review of attendance	On councillor appointment. LALC training reminders.	
3.3	Domination of Council by individuals, cliques, or cabals.	Conflicts of interest Pursuit of personal agendas Decisions made outside Council. Inefficient meetings	L	Standing Orders Code of Conduct. Concerns to be addressed through complaints procedure or mediation.	Annually	

ⁱ Risk Level – High(H), Medium(M), or Low(L)

ⁱⁱ Finance Committee

ⁱⁱⁱ Standing Orders

^{iv} Financial Regulations