

Houghton and Wyton Parish Council  
Risk Register

Mar-21

			Risk			Action Required for 2021	
Category	Item	Description	Frequency (H / M / L)	Impact (H / M / L)	Mitigation		
1	Finance	<b>Funds</b>					
	a	Adequacy of Precept	Future government restrictions limiting increases to annual precept	L	L	Financial Regulations, Annual Audit	
	b	Grants	Failure to obtain grants, comply the with the requirements or grant money committed but not paid.	L	L	Financial Regulations, Annual Audit	
	c	Banking	Bank collapse or bank mistakes (by them or the council)	L	L	Financial Regulations, Annual Audit	
	d	Fraud and Theft	By employees and others (including petty cash)	L	M	Financial Regulations, Annual Audit, Monthly financial reporting	<i>Review SCRIBE to find suitable report(s) that show bank balances and confirms income and expenses have been reconciled.</i>
	e	Financial procedures	Inadequate records (unable to balance accounts and account for a loss), late billing of goods, over paying for goods, failure to reclaim VAT	L	L	Financial Regulations, Annual Audit	
		<b>Insurance</b>					
f	Insurance does not cover costs incurred	Various reasons including deductible, items not listed, premium not paid.	L	L			
2	Assets		<b>Pavilion, trees, playground, graveyard, clock tower, notice boards....</b>				
	a	Inadequate funding to maintain assets	Reduced funding from District and County Council or rental income, plus failure to make adequate provisions.	L	L	Condition reports	
	b	Uninsured costs to repair, repossess assets	Accidents and trespass.	M	M	Condition reports	
	c	Costs to repair damage to third party from our assets	Example tree falling on a property or person plus damage from events held on council assets	M	M	Condition reports	
3	Legal						
	a	Planning legal case	Action taken against or by the council to protect assets or community	L	H	Ensure planning decisions are well documented / supported	
	b	HR legal issue	Discrimination, harassment, Health & Safety	L	H	HR Policies	

	c	Action concerning an H&S issue with respect to assets	Action taken against council for H&S issue - possibly due to lack of maintenance, e.g. playground,	L	H	Condition Reports	
	d	Action taken against council for data protection issue	GDPR increases risk	H	L	Policy, procedures,vigilance	
	e	<b>Action against or by councillor</b>	<b>in carrying out work, information gathering, communication etc on behalf of the council</b>	M	H	<b>Insurance</b>	<i>Check covered by insurance</i>
4	<b>Council Operations</b>						
		<b>Employees and councillors</b>					
	a	Loss of key employee					
			Leading to recruitment costs and possible loss of data, information, knowledge	M	M	Regular meetings with staff	
	b	Financial aspects	Incorrect hours claimed, incorrect salary paid, incorrect deductions, incorrect allowances, incorrect expenses	M	L	Financial Regulations	
		<b>Council records</b>					
	c	Loss of council records and data	Lost through theft, fire, accidental damage or software failure	M	M	Ensure regular back up, the insurance covers items. Communication of how key information is stored and recoverable	<i>Review back-up procedures; ensure communication of how key information is stored and recoverable; identify key documents; consider use of fireproof cabinet.</i>
	d	Freedom of Information	Unbudgeted costs from requests	L	M	ICO Freedom of Information Guidance for Parish Councils. Seek voluntary support from councillors for any extensive research	<i>Confirm we comply with ICO Freedom of Information Guidance for Parish Councils.</i>
	e	Failure in Operations resulting in unexpected costs	Failure to submit timely reports	L	L	Financial Regulations, Operational year plan	<i>Ensure access to and communication of operational year plan.</i>
f	Office / Meeting location	Need to find and fund an alternative location	L	M	Business Continuity Plan. Keep in touch with current landlord to ensure no surprises. Use of remote meetings eg Zoom		
	<b>Timebank</b>						
	g	Funding of Timebank operations	Additional unbudgeted funds required	M	L	Need to continue proactive action with grant applications	

5	<b>External Factors</b>					
	a	Public perception/adverse publicity	Suspicion or lack of understanding of Council actions	M	L	Ensure regular communication through social media, noticeboards, magazine etc
	b	Poor relationship with CCC, HDC, funding bodies etc	Suspicion or lack of understanding of Council actions leading to time delays	M	M	County and District Councillor participation in PC, communication
	c	Change in size of village	Increase in properties/population	H	L	Monitoring increase of precept versus pressure on facilities/assets