CORFE CASTLE PARISH COUNCIL

Risk Register – Proposed May 2023

Financial Risks

Subject	Risk(s) Identified	Risk Level[1] H/M/L	Impact[1] H/M/L	Management/ Control of Risk	Risk Level[2] H/M/L	Impact[2] H/M/L	Staff Action	Frequency
Precept	Not submitted or submitted late.	M	H	Clerk to diarise item for agenda in time to amendment and approve before submission date. Once submitted RFO to ensure confirmation email received from Dorset Council (DC). If no submission Dorset Council will pay a new financial year Precept based on the previous year's Precept. Parish Council there to ensure General Reserves are at a suitable level to cover any gap.	L	L	Clerk & RFO	Annual
	Not paid to Parish Council	L	M	RFO to confirm receipt in April & September and follow up if necessary. Council to ensure General Reserves are at a suitable level to cover late payment or one no payment.	L	L	RFO	Biannual
	Adequacy of Precept	M	M	The precept is decided in conjunction with budgeting each year during the period from November the January. The budget is scrutinised by the advisory Finance Working Group and secondly by all Councillors prior to adopting the precept and setting the budget. The RFO anticipates costs for the forthcoming year.	L	L	RFO / Councillors	Annual
Other Income	Cash / Cheque Handling & Banking	~~H~~ M	L	Cheques received are banked as soon as possible. There is no petty cash or float.	L	L	Internal Auditor to confirm	Annual
		L	L	Monthly reconciliation carried out and is audited by the Internal Auditor annually.	L	L		
	Gods Acre & Parking Permits	H	M	Maintain register for interments & parking permits. Check Invoice / Income against register.	L	L	RFO	As required

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Internet Banking	Various	H	H	Internet Banking - Since the removal in 2014 of section 150(5) from the Local Government Act 1972, local councils have been able to make use of modern methods of making payments, such as internet banking. However, it is imperative that proper processes are in place to ensure safe and efficient methods of payment for goods and services and the following guidelines may assist: • Any application to open an internet banking account in the name of the Council MUST be approved by resolution and the application form signed by at least two existing cheque signatories. • The Bank must be instructed that overdraft facilities are not authorised. • Forms or letters of authorisation to transfer sums to the internet account are to be signed by any two existing cheque signatories. • No internet banking is undertaken on a computer to which the public have access. • The Council installs, and keeps updated, anti-virus software on all computers used for Internet Banking. • The Council advises its insurers and introduces such further safeguards, such as increased fidelity insurance, as may be required by the Insurers. • Hard copies of the bank statements are to be made available for inspection by Council. • Where cheques are still used, signatures of two members are required to sign the cheque & initial the cheque stub. • Where BACS payments are made, they are to be authorised by two members.	L	L	Clerk, RFO & Councillors	As required

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Petty Cash	FX Card	H	L	A maximum amount of £200 can be held on the card for regular spending. Any additional funds required for large purchases from this account will be authorise by Council beforehand. All spending from this account will be reported back to Council the following month.	L	L	Clerk	Monthly
Salaries	Wrong salary / hours / rate paid	H	M	~~Check hours and rate to contract.~~ Hours, rate and expenses to be reported to Council each month for ratification to contract. Council to verify salary scale and agreed pay rate. Salaries and method of payment to be agreed annually in advance.	L	L	Councillors to agree & verify	Annually
	PAYE administered incorrectly	H	M	PAYE administered internally through HMRC Basic Tools. Details presented monthly to councillors for approval.	L	L	RFO process and Councillors verify	Monthly
	Pension administered incorrectly	H	M	Pension administered internally through NEST website. Details presented monthly to councillors for approval.	L	L	RFO process and Councillors verify	Monthly

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Direct costs and overhead expenses	Goods not supplied to Parish Council	~~H~~M	M	Process to track delivery / services ordered.	M	L	As required check arrival. Clerk to chase if necessary	As required
	Invoice incorrectly calculated or recorded	H	L	Check arithmetic on invoice when recevied, and before sending out.	H	L	RFO check	As required
	Cheque payable is excessive or to wrong party	~~H~~L	~~M~~L	2 signatories sign cheques or authorise BACS payments against finance records present to council for approval, plus initial cheque stub.	L	L	Councillor to verify	Monthly
Cheque / BACS Payments	Cheques and BACS paid by RFO without consent of Council	M	H	Two signatures are required on a cheque as is counter signing on cheque stubs. 1 administrator plus 2 authorisers are required for BACS. All payments are listed and authorised each month and accompanying invoices/notes are available for scrutiny should Councillors / public wish. Cheques are numbered on Cash Book and all spoilt cheques accounted for.	L	L	RFO / Council	Monthly

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Grants to Parish Council.	Claims procedure	L	L	Terms and conditions of any grant received to be met as necessary and paperwork completed to meet deadlines.	L	L	As required	As required
Grants & donations from Parish Council.	No power to pay or no evidence of agreement.	M	L	Minute council agreement with the power used to authorise payment if applicable. New applications considered annually as part of budget setting process. If necessary state which reserve covers the grant.	L	L	Councillors to verify	Annually
Insurance	Inadequate cover for assets and general activities. No public liability and fidelity Insurance.	L	M	Public Liability Insurance (PLI) policy in place for general activities and assets, including Gods Acre Cemetery. Fidelity Insurance (FI) should be considered. The Clerk is aware of new assets to add to PLI policy. Policy wording is checked each year to ensure that proposed cover is adequate. The Clerk must ensure Public Liability and when FI purchased both integral in policy. The addition of FI would see the Impact reduce to Low.	L	L	Clerk	Annual
Financial Records	The Council holds inaccurate or inadequate financial records	H	H	RFO keeps full records in accordance with retentions of records advice, Councils Financial Regulations, and other regulations. Internal audit is scheduled twice a year to ensure recommended practices are being followed.	L	M	Internal Auditor to confirm	Biannual
	Sufficient information for confidence decisions to be made.	H	H	RFO report is produced monthly and provided to Council for their approval. It includes bank reconciliation, payments made, actual income and expenditure against budget.	L	L	Council to approve	Monthly

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Financial Records continued	Loss of records	H	L	Back-ups taken on monthly basis and copy given to Chairman for off site keeping.	L	L	Clerk	Monthly
	Access to bank records and maintenance of bank accounts.	H	M	Online banking adheres to Online Banking Guidelines*. 1 administrator and 2 authorised signatories required for BACS payments. All Cllr's invited to be authorised signatories and have access to view statements electronically all the time.	L	L	RFO / Councillors	Monthly
Election Costs	Increased costs not met by reserves.	M	L	Reserve funds earmarked and considered annually.	L	L	RFO verify	As required
VAT	VAT analysis	H	L	All items in cash book lists. New accounts package automatically caluclates VAT, however manual check carried out before submitting VAT return.	L	L	RFO verify	Monthly
	Claimed within time limits	M	L	RFO diarises returns deadline to ensure submitted on time. VAT usually claimed quarterly. Must be claimed within 3 years of transaction.	L	L	RFO	Quarterly
Reserves – General	Adequacy	M	M	General reserves to increase to ½ average annual precept. Consider at budget setting	L	L	RFO & Council	Annually
Reserves – Earmarked	Adequacy	M	M	Reserves statement prepared by RFO for consideration and agreement by Council. Consider at budget setting	L	L	RFO/Council	Annual and as required
Employing Contractors	Not seeking best value for money	M	L	The Councils Financial Regulations advise on protocol for seeking quotes and tenders to obtain best value for money.	L	L	RFO / Council	As required

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Internal Audit	Unqualified auditor.	M	M	A qualified auditor completes interim audits up to three times a year before final audit in April.	L	L	Internal Auditor to confirm	Quarterly
External Audit	Late submission incurring fees, incorrect submission incurs fees	L	M	The Clerk diarises submission of audit. Internal Auditor assigned carries out up to 3 interim audits reducing time needed to complete final audit ready for submission to external auditor.	L	L	Internal Auditor to confirm	Annual
	Annual Return - Inaccuracies occur.	L	L	RFO balances accounts with bank statements each month. Internal Auditor assigned carries out up to 3 interim audits plus 1 final audit checking for inaccuracies.	L	L	Internal Auditor to confirm	Annual

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Administrative / Management Risks

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Assets	Loss, damage etc	L	M	Annual inspection, update insurance and asset registers, Individual risk assessments if necessary.	L	M	Clerk	At least Annually
	Poor maintenance of assets leading to loss of value, damage or injury.	H	M	Independent annual inspection of playground equipment, responded to in line with budget. Maintenance of equipment carried out by Caretaker or specialised contractor. Earmarked reserves to cover cost for asset maintenance. Regular visual inspection of assets by Parish Caretaker.	L	L	Clerk & Caretaker	As required
Public Liability	Risk or damage to third party property or individuals	H	M	Review adequacy of Public Liability Insurance annually, regular maintenance checks, reporting of hazards. Risk Assessments for events carried out and kept as evidence.	L	M	Clerk & Council	Annually
Staff	Loss of key personnel (Clerk)	H	M	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate. Council to conduct an annual performance review in line with current contract. Back up plans in place to cover for loss of key personnel. Chairman in regular contact with Clerk.	M	M	Chairman & Clerk	Annual appraisal
	Fraud by staff	H	L	Fidelity insurance should be considered.	H	L	Council	Annually
Legal Powers	Illegal activity or payment	H	M	Educate Council as to their legal powers through training and review of policies and standing orders. Clerk to check legislation/advisory bodies, where necessary	L	M	Clerk	As required

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Minutes / Agenda's	Accurate and legal	H	L	Review and check legislation if necessary. Agenda planning is diarised and completed each month in good time by the Chairman, Vice- Chairman and the Clerk. Agendas are sent to Councillors where possible via email. Draft minutes are circulated in advance of a meeting, agreed by Councillors during the next meeting, then signed. The signed copy is retained in the minute's book. Minutes are published online for transparency.	L	L	Clerk	Monthly
Council records	Electronic records, loss and security	H	L	Back-ups taken on monthly basis and copy held off site by Chairman. Originals stored on Clerk's computer which is password protected and covered by internet security software. List of passwords kept in safe.	L	L	Clerk	Monthly
	Security of hard copies	H	L	Documents stored in Clerk's home office, which is secured against theft. Files are stored in a non-conspicuous place. Smoke detectors fitted in Clerks home. Some records archived and stored at County Hall for greater security. Gods Acre – Record of Interment paper copies are stored in a Fireproof box as per regulations. All hard copies of document are destroyed when no longer required.	L	L	Clerk	As required

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Computer	Injury or harm from misuse, prolonged use	H	M	The Clerk is aware of best practice whilst using computer; posture, taking regular breaks, position of screen.	L	M	Clerk	As required
Password Management	Loss of password, unauthorised access by others	H	M	The Clerk is aware of best practice. A handwritten list of passwords is stored in the locked fireproof lock box within the Clerks home. The Chairman or Vice Chairman are to ensure with any staff changes, all passwords are changed. A copy of all the Clerks website user names is stored with the Vice Chairman, and a copy of all the website passwords is stored with the Chairman, both in a secure location, both in a marked sealed envelope.	L	M	Clerk & Chairman or Vice Chairman	As required
Website	Incorrect info published on website & Non-compliance with required information	H	M	The Clerk is trained on what information should be present on a website; what is requisite and what shows 'quality status', although is aware what is sensitive or confidential information. ~~Only the Clerk can update the website.~~ The Clerk and Cllr Sumbler can update the website. The log in process is password protected, with an additional layer of authentication via an App~~.~~	L	M	Clerk	As required

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Facebook Page	Incorrect information published on Facebook pages, data breach	H	M	The Clerk is trained on what information should be present on a website; what is requisite and what shows 'quality status', although is aware what is sensitive or confidential information. Only the Clerk can update the website. The log in process is password protected. The Environmental Group Facebook page is updated by a core member of the team, and they are aware of what is sensitive or confidential information.	L	M	Clerk	As required
Data Protection	Non compliance with GDPR regulations	H	M	The Council registers annually with ICO; Website regularly reviewed to comply with GDPR, ensure all members are aware of their obligations with respect to GDPR. The Clerk to ensure compliance with regard to the keeping of records. Training recommended for all councillors and staff	L	M	Clerk to keep GDPR regulations under review	As required, but at least annually
	Breeches of data protection	H	M	The Councils has passwords to protect files containing personal information. Hardcopies are destroyed when no longer required. Any breech is reported to the Dorset Council Monitoring Officer.	L	M	Clerk	As required
Freedom of Information	Neglecting legislation,	H	M	The Councils has a publication scheme and keeps records in accordance with data retention guidelines.	L	M	Clerk	As required

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Data leakage, cyber-attack, ransomware	Cyber-attack, ransomware, Loss of data, confidential data and information,	H	M	The Clerk is aware of best practice with data management, cyber risk and data loss, minimal confidential data is held. Stored sensitive information is password protected. Virus Protection is on all Council owned devices.	M	L	Clerk	As required
Members' interests	Failure to complete a declaration	M	M	New Councillors receive a link initiated by the Clerk then complete electronically a Register of Interest direct to Dorset Council.	L	M	Clerk & Councillors	Within 28 days.
	Conflict of interest	H	M	Interests to be declared at the beginning of meetings and minuted and any conflict addressed as appropriate. Councillors to update their register as and when required.	L	M	Clerk & Councillors	As required
Meeting location	Adequacy / Health and Safety / Accessibility	L	L	Parish Council meetings are in premises where facilities are considered to be adequate for those attending the meeting in terms of accessibility, H&S, social distancing where necessary and comfort aspects. Regular Risk Assessments are carried out. The council may need to consider hearing loop/microphone for hard of hearing.	L	L	Council to review annually	Annually
Face to Face Meetings after a pandemic	Legally compliant & observe safety guide-lines issued by the Government	M	M	Safety precautions put in place when face-to-face meetings resume after a pandemic following Government guidelines in force at the time of meetings.	L	M	Council to review as and when guidelines issued	As required

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Reputation Forward Planning	Loss of reputation leading to negative feedback from the public	H	L	Good communication – articles in local publications. Responsible use of social media, consultation with the public, use of the website. Financial records on website and transparent	H	L	Clerk & Councillors	As required
	Medium to long term plans not in place, resulting in lack of vision and planning effectively for the future	M	L	Parish Action Plan published on website and updated regularly with council approved future projects.	L	L	Clerk & Councillors	As required
Health and Safety	Health and Safety Policy inadequate, Council negligent in the event of an accident	H	H	The Council annual ratify a Health and Safety Policy, which is reviews frequently. The Clerk carries out a detailed risk assessment annually where necessary. The Council holds Public Liability Insurance should an accident occur.	L	L	Clerk & Councillors	As required
Fire	Risk of harm from Fire	H	M	Smoke detectors installed in Clerks home. Paper is stored away from electrical appliances.	L	M	Clerk	As required
Trip Hazards	Risk of tripping	H	M	To ensure Parish Council working environments have clear access and is clutter free. Around the Parish individual area risk assessment cover trip hazards.	L	L	Clerk, Councillors & Caretaker	As required

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Equipment	Malfunctioning and causing harm	H	M	To check equipment regularly for defects and to ensure it is used in accordance with guidance.	L	M	Clerk	As required
Speed Indicator Device	Risk of damage, injury, from / to speed sign, when in position or moving	H	L	Fully trained volunteer regularly checks unit to ensure its functioning correctly. Fully trained volunteers help move the speed sign when required. High Vis clothing is worn by volunteers when on roadside.	M	L	Volunteers	As required
CSW	Risk of damage, injury, to volunteers or equipment	M	M	Dorset Police calibrate radar whilst in attendance during a roadside session alongside their radar.All volunteers trained by Dorset Police and wear High Vis clothing when on roadside.Any verbal abuse is reported to Dorset Police.	M	M	Volunteers	As required
Defibrillators	Misuse of defibrillators, units not serviced correctly.	H	L	Fully trained volunteer guardians regularly check units to ensure they are functioning correctly and serviced. Actual misuse is practically impossible due to the design of the units. Units stored in locked cabinet.	L	L	Volunteers	As required
Notice Boards	Doors / hinges broken and injure someone. Smashed glass causing injury.	L	L	Notice boards are regularly inspected by the Clerk. Councillors / Caretaker alert Clerk if any damage to a notice board is noticed.	L	L	Clerk, Councillors & Caretaker	As required

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Reference Documentation

Document Name	Owner
Policies	
Communication Policy	CCPC
General Data Protection Policy	CCPC
Health & Safety Policy & Annex	CCPC
Publication Scheme	CCPC
Records Retention Policy	CCPC
Risk Management Policy	CCPC
Individual Risk Assessments	
001 Risk Register	CCPC
003 West Street Toilet & Car Park Facilities	CCPC
004 Meetings	CCPC
008 Land Preparation and Tree Planting	CCPC
009 Gods Acre – General	CCPC
010 Speed Indicator Device	CCPC
JD Facilities	Contractor
Gods Acre – Individual Plot Topple Test	CCPC
Play area, Internal Inspection & External Annual Inspection,	CCPC & Inspector

End of Document.

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