

Abinger Parish Council Risk Register

Version date: 7th November 2017

Updated: November 2021 & November 2023

Risk no	Description The risk is ...	Likelihood 1-5	Severity of Impact 1 -5	Risk rating high 12-25 medium 7-11 low 0-6	Controls/Response, actions taken	Owner, next date for review/action
	Financial					
F1	Loss of cash/money at bank through impropriety/defective arrangements	1	5	5-Low	Any payment requires signature of two Councillors	Clerk/Councillors
F2	Failure to comply with financial controls	1	3	3-Low	Financial regulations adopted Clerk/Councillors to be satisfied that each financial transaction is approved by Councillors and in accordance with financial regulations	Clerk/Councillors Financial regulations to be reviewed in November each year
F3	Appointment of contractors – procedures not followed	2	2	4-low	Financial regulations adopted Clerk/Councillors to be satisfied that each appointment is in accordance with financial regulations	Clerk/Councillors
F4	Physical assets lost or damaged	2	3	6-low	Asset Register to be maintained and changes recorded Assets to be insured	Clerk/Councillors
F5	Failure to meet HMRC requirements for employees	2	3	6-low	Training of Clerk/research by Clerk to ensure awareness of requirements	Clerk/Councillors
F6	Failure to meet HMRC requirements for VAT				Training of Clerk/research by Clerk to ensure awareness of requirements	Clerk/Councillors
F7	Failure to approve and submit adequate budget	1	5	5-low	Budget approved annually in January	Clerk/Councillors January each year

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F8	Failure by Council to act properly as trustee of APRGC	3	5	15-High	Councillors to be aware of capacity in which they are acting; to act in accordance with the powers and obligations of the charity; to have regard of the risks to which the charity is subject	Clerk/Councillors
	Governance					
G1	Failure to give public notice of council meetings	1	1	1-low	Notices of meetings to be circulated by Clerk and affixed by nominated Councillors to notice boards	Clerk/Councillors
G2	Failure to accurately and fully record Council decisions	2	2	4-low	Minutes to be taken by Clerk, checked by Chair and approved by Councillors	Clerk/Chair/Councillors Minutes to be circulated within 10 days of meeting and approved at next meeting
G3	Failure to maintain Register of Members' Interests etc up to date	2	2	4-low	Code of Conduct and Standing Orders adopted requiring Councillors to notify any interest and Clerk to maintain Register of Members' Interests	Clerk/Councillors Code of Conduct and Standing Orders to be reviewed annually in January Councillors to notify interests and Clerk to maintain Register
G4	Failure to review risk register adequately and at appropriate intervals	4	4	16-High	Annual review Separate review of risk on any new activity being undertaken or permitted	Councillors Risk register to be reviewed in January each year

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G5	Failure to comply with Standing Orders and other internal regulations	2	2	4-low	Standing Orders and other internal regulations adopted Clerk/Councillors to be satisfied the Council's procedures, decisions and activities generally are in accordance with these regulations	Clerk/Councillors Provisions relating to data protection and freedom of information to be reviewed every November.
	Legal					
L1	Claims by third parties for damage or injury suffered while using playgrounds	3	5	15-High	Professional inspection of playground every year Monthly visual inspection by nominated Councillors of playground and equipment Public liability insurance	Councillors Report to be considered at meeting next after report, or at once if serious risk identified Nominated Councillors to report at next meeting after inspection, or at once if serious risk identified Date of next professional inspection to be fixed
L2	Claims by third parties for damage or injury suffered on Council property or equipment provided by Council (other than playgrounds)	3	5	15-high	Monthly visual inspection by nominated Councillors of Council property and equipment Public liability insurance	Councillors Nominated Councillors to report at next meeting after inspection, or at once if serious risk identified
L3	Claims by third parties for damage or injury in course of activities carried out or permitted by Council	2	5	10-medium	Separate risk assessment to be carried out for any activity and approved by Council Public liability insurance	Clerk/Councillors

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L4	Failure to comply with legal obligations	1	3	3-low	Review of legal obligations when taking decisions Training of Clerk/research by Clerk to ensure awareness of obligations	Clerk/Councillors
L5	Taking decisions or actions outside the Council's powers	1	3	3-low	Review of powers when taking decisions	Clerk/Councillors
L6	Physical injury to Clerk while performing duties	1	3	3-low	Clerk's duties carried out in areas considered safe – home, car, village halls Employer's liability insurance effected	Clerk/Councillors
L7	Liability for loss/misuse of personal data	2	3	6 - low	Compliance with data protection policies Insurance	Clerk/Councillors
	Data Protection					
DP1	Loss of personal data - hard copy	1	3	3 - low	Kept under lock and key by Councillors/Clerk. Destroy in accordance with Retention of Documents Policy	Clerk/Councillors
DP2	Loss of personal data – digital copy	2	3	6 - low	Held on computers and other devices password protected. Destroy in accordance with Retention of Documents Policy	Clerk/Councillors

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DP3	Email security	4	3	12 - high	Password protection. Separate emails addresses to be set up for Councillors. Use bcc for group emails outside Councillors Do not forward emails from members of public – cut and paste and remove personal data Comply with Retention of Documents Policy	Clerk/Councillors
DP4	Internet security	4	3	12 - high	All computers (Clerk and Councillors) on which personal data held to have up-to-date software and anti-virus software, firewalls etc installed and kept up to date	Clerk/Councillors
DP5	Publication of personal data	2	3	6 -low	Members of public not to be named in minutes Members of public not to be identified on website	Clerk/Councillors

