

Cosgrove Parish Council

Strategic Risk Register 2024-2025

Ref	Risk	Notes and Actions to Manage Risks	Responsibility	Impact	Likelihood	Score
Operational						
C01	Disaster impacting on Cosgrove	Emergency Plan including list of resources maintained by Clerk List of key individuals to be compiled. Individuals will make themselves available Common sense used to determine appropriate action Actively listen for and monitor any communications. Dessiminate information via telephone cascade Accept instructions from Emergency Services and West Northants Council Emergency Planning Team	Clerk and Council	high 4	low 2	8
C02	Village Hall unserviceable	Alternative venue to be used. If necessary postpone meeting	Clerk	low 2	medium 3	6
C03	Sudden Loss of Staff	Tasks are shared among Councillors to reduce impact Use of Clerk at another village in the short term Recruitment of replacement	Council	high 4	medium 3	12
Finance and Governance						
Precept and Budget						
C04	Precept inadequate	Comprehensive budget setting exercise to cover all areas of income and expenditure Finance working group to review budget requirements in advance of precept being set by the Council	RFO Council	high 4	low 2	8
C05	Sudden large expenditure required	Parish Council has established adequate reserves Insurance in place with major insurer (Clear Councils) to cover major risks Correct deficit via budget planning over subsequent years	RFO and Council RFO and Council RFO and Council	high 4	low 2	8
CO6	Elections	There is no guarantee that any councillor vacancy, even in an election year, will require a formal ballot. Ahead of an election year, costs for contested election are included in budget	Clerk and Council	medium 3	low 2	6
	Costs for contested election Additional costs should no one come forward to fill vacancies	Between election years, any vacancy may incur costs for which there is no planned provision. Accept the risk but ensure action is taken, particularly in election years, to advertise opportunities not least to enhance and advertise the local democratic process. Existing procedures effective and adequate.	Clerk and Council	medium 3	low 2	6
Reporting and auditing						
C07	Information inaccurate, not up-to-date, inadequate and/or misleading	Financial reports presented to Parish Council at every meeting	RFO	high 4	negligible 1	8
C08	Poor communication	Parish Council to interrogate financial information provided and challenge where necessary	Council	medium 3	negligible 1	3

C09	Non compliance with procedures	Internal Audit to be carried out by reputable auditor (NCALC recommended auditor) and recommendations to be reviewed by the Parish Council	RFO and Council	medium 3	low 2	6
C10	Annual Governance and Accountability Return not submitted correctly	Follow procedures in the guidance	RFO and Council	high 4	low 2	8
C11	Public Rights not advertised correctly	Follow procedures in the guidance	RFO and Council	high 4	low 2	8
Financial records						
C12	Loss of money through fraud, theft, poor accounting systems	Documented procedures in place to prevent/detect including authorisation and independent audit	RFO	high 4	low 2	8
		Informal monitoring, trust and spot checks	Finance Group			
		Use of agreed spreadsheets, approved by Internal Auditor	RFO and Internal Auditor			
		All transactions to be entered regularly	RFO			
		Bank reconciliation to be carried out monthly	RFO			
		Investment Strategy and Policy prioritises security and liquidity of funds	RFO and Council			
		Insurance in place to cover any resulting financial losses	RFO and Council			
		Annual review of insurance	RFO and Council			
		Security safe in use	RFO			
		Multiple signatories on accounts/cheque	RFO			
		Experienced, trained staff	RFO			
		Electronic banking procedures in place, with secure passwords	RFO			
		Use of only mainstream banks for banking and investment needs	RFO			
Banking						
C13	Inappropriate use of online banking	Limited number of persons with access to bank account	RFO and Council	high 4	low 2	8
		Procedures in Financial Regulations to be followed	RFO			
		Regular checks of bank statements	Finance Group			
		Minimum of two signatories for every transaction	RFO and Council			
Value Added Tax						
C14	VAT not reclaimed	Check amount reclaimed equals amount paid during quarterly internal checks	RFO and Finance Group	high 4	low 2	8
Salary and PAYE						
C15	Salary not paid	Monthly salary payment to be authorised at Parish Council Meetings and bank reconciliation checks	Council and Finance Group	medium 3	negligible 1	3
C16	Salary paid at wrong rate	Use of payroll professional to reduce risk of payment irregularities; all salary increments to be confirmed in writing	RFO			
C17	Unexpected overtime	All overtime to be authorised in advance	Council			
C18	PAYE payments not made	Monthly PAYE payments to be authorised at Parish Council Meetings and bank reconciliation checks	Council and Finance Group			
Goods and Services						

C19	Contractors not supplying agreed services	All contracts to be controlled by defined contracts or service level agreements or detailed purchase orders	RFO	medium 3	medium 3	9
C20	Invoices incorrect	Check invoice against purchase order	RFO			
C21	Unpaid invoices	Monitor purchase orders	RFO			
Physical Equipment						
C22	Damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (public liability)	Regular health and safety risk assessments (children's playground annually)	Clerk and safety contractor	medium 3	low 2	6
		Regular safety checks by Clerk (annual physical check of gravestone stability; periodic visual inspection)	Clerk			
		Adequate insurance	Clerk and Council			
C23	Damage to third party property or individuals as a consequence of the Council putting on a community event	Health and safety risk assessments carried out for each event	Clerk and Council	low 2	low 2	4
		Event checklist produced covering all aspects of the event including an emergency plan	Clerk and Council			
		Insurance policy in place	Clerk and Council			
C24	Damage to physical assets owned by the Council – playground equipment, complete loss of ICT, street lamps, Speed Indicator Devices, Fences, Bus Shelter, Noticeboards	An up-do-date register of assets	Clerk	medium 3	low 2	6
		Physical verification of assets held on register annually by general purpose working group	General Purpose Group			
		Regular safety checks on physical assets	General Purpose Group			
		Regular maintenance arrangements for physical assets	Clerk			
		Insurance regularly reviewed	Clerk and Council			
		Computer backups off site - use of cloud	Clerk			
		Physical security including key control	Clerk			
		Staff training	Clerk			
C25	Harm caused by failure to ensure adequate Health and Safety	Risk Assessments carried out	Clerk	low 2	low 2	4
		Council property properly maintained	Clerk			
		H&S covered in Parish Council meetings at least annually	Clerk			
Statutory						
C26	Employer Liability	Ensure compliance with Employment Law through use of NCALC advice and staff training	Clerk and Council	low 2	low 2	4
		Comply with Inland Revenue requirements through use of external payroll provider	Clerk and Council			
		Legal compliance with Council activities ensured through advice from staff, SLCC, NALC and solicitors when necessary. Advice recorded in the minutes	Clerk and Council			
		Protect from financial loss in the event of injury or illness of an employee as a result of carrying out their duties. Includes legal cover	Clerk and Council			
C27	Confidential data being disclosed	Data protection policy in place	Clerk and Council	medium 3	low 2	6
		Ensure very little confidential data held	Clerk			
		Security measures in place and used e.g. safes and shredding	Clerk			
		Any confidential aspects of reports are highlighted to Councillors	Clerk			
		ICT security in place including virus protection and passwords for PC and sensitive documents and website	Clerk			

This risk assessment was updated in March 2025 and should be reviewed in February 2026