

Boughton Monchelsea Parish Council

RISK REGISTER

Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The Parish Council should identify potential risks then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible.

This document enables the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	Risk	Responsibility	Management & Controls	Review & action required
FINANCIAL				
Precept and budget	Adequacy of precept	Councillors	To determine the precept amount required, the Parish Council regularly receives budget monitoring reports and the precept is an agenda item at the Council meeting every January	
	Requirements not submitted to MBC	Clerk	Submitted by the clerk to MBC following budget / precept approval and before the end of January	
Financial records and reporting	Inadequate records Financial irregularities	Clerk / Cllrs	Budget monitoring report, bank balances and breakdown of receipts and payments approval at each full Council meeting. The Council has financial regulations and a banking policy which set out the requirements	Review the financial regulations and banking policy annually
Insurance	Insurance not in place	Clerk	Process payment for annual premium promptly	

	Inadequacy of insurance Cost increase	Councillors	Employers and public liability insurance is a necessity Out of Council's control	Review insurance provision annually Include % increase in budget
Annual return	Inaccurate or incomplete Submit within time limits	Clerk Clerk / Cllrs	Clerk to attend training / workshops as required. Submit to internal auditor for completion and signing Meeting held to approve accounts in time for sending to external auditor	 Review dates on receipt of audit pack
Banking	Fraud Incorrect payments and bank mistakes	Clerk / Cllrs Clerk	Two signatories required on cheques and two authorisers for online banking payments. Clerk checks bank statements monthly The Council has financial regulations which set out the requirements for banking, cheques, online payments and reconciliation of accounts	Review bank mandate after a vacancy arises Review financial regulations and banking policy annually
Best value for works	Work awarded incorrectly	Clerk / Cllrs	The Council has financial regulations which set out the requirements and values for contracting works	Review financial regulations annually
Accountability	Overspend on services		Project budgets to be closely monitored	
Election costs	Risk of an election cost	Clerk	Parish elections every four years. Costs only if a contested election and as such the Council should not seek to minimise these	Include sufficient reserves in budget for each election year

COUNCIL MANAGEMENT				
Councillors	Roles performed inadequately	Councillors	Councillors provided with adequate training, reference materials and access to assistance Membership of KALC	Review annually and on filling a vacancy Annual renewal
	Conflict of interest	Clerk/Councillors	Declaring of interests and consideration of dispensations by members at a meeting will remain on each agenda	
	Failure to attract candidates for councillor vacancies	Councillors Councillors	DPI forms to be maintained and reviewed regularly by Councillors Actively publicise Council activities and vacancies	Members take responsibility to update their DPI
Meetings and Process	Failure to achieve quorum at meetings	Councillors Clerk	Attend all meetings Issue meeting agenda promptly	
	Business conduct	Councillors/Chairman	Business conducted at council meetings should be managed by the Chairman according to Standing orders Chairman should be provided with training and guidance Members to adhere to Code of Conduct	Standing Orders reviewed annually Issued to councillors on election/co-option
	Lack of public participation	Councillors/Clerk	Ensure meetings are publicised on noticeboard Publish agenda and minutes on website Communicate verbally with	

			residents Ensure public participation on all agendas and make seating available Ensure links published for remote meetings	
Statutory documents (Minutes, Agendas, Notices)	Accuracy and legality	Clerk	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements	Review Publication Scheme annually
		Clerk	Minutes and Agenda are published according to the Publication Scheme	
		Councillors/Chairman	Minutes are approved and signed at the next Council meeting	
Employees (Clerk)	Role performed inadequately	Clerk/Councillors	Clerk has job description, Contract of Employment, adequate training, reference materials and access to assistance	Annual review of Clerk Conditions of Employment
	Salaries and expenses incorrectly paid	Clerk	Clerks salary paid via standing order (with relevant PAYE and NI payments to HMRC), expenses claimed on a regular basis and presented with receipts to Council	
PHYSICAL EQUIPMENT/AREAS				
Assets	Damage/injury to third party	Councillors	Public liability insurance held	Insurance cover and asset register reviewed annually
	Damage to assets	Councillors	Annual programme of inspection.	Insurance cover and

			Maintenance/repair/replacement requirements identified and brought to attention of the Clerk. Urgent repairs to be discussed and agreed with the Chairman in accordance with Financial Regulations. Non-urgent repairs to be agreed at next meeting with updated Asset Register	asset register reviewed annually
Meeting location	Adequacy, Health and Safety risk	Councillors	Meetings held in Village Hall Premises considered to be adequate for the Council and public access/comfort Remote meetings are as dictated by COVID-19 restrictions	
Council records	Loss of paper records through theft, fire damage, etc. Loss of electronic records through data corruption, theft, etc.	Clerk Clerk	Parish records (historic and current) stored at the home of the Clerk and in the Parish Office Records stored on Clerks laptop backed up to Cloud via Google Drive	Consider sending historical records to Kent archive