

WALTHAM PARISH COUNCIL – RISK MANAGEMENT REGISTER 2022 (Assessment and Control)

Financial Security:

RISK	PROBABILITY	IMPACT	SCORE	MITIGATION	CONTROL	RESPONSIBLE
Financial loss due to banking error (e.g. leading to loss of interest bank charges being levied)	Low – has not occurred historically.	Reduction in Council's financial resources.	0	: Regular monitoring and review. : Named Councillor Supervises work of Clerk/RFO	Application of financial regulations, including reconciliation of all bank statements upon receipt. Periodic review of banking arrangements to secure best possible terms and conditions.	RFO Clerk / named Councillor
Loss of monies due to fraudulent action by employee	Low – any significant impact would easily be detectable.	Reduction in Council's financial resources.	0	: All proposed payments listed in schedule, approved by full council, initialled by two Councillors against invoices and minuted. : Accounts subject to Council and Auditor scrutiny. : £150,000 Insurance cover.	: Application of Financial Regulations. : All payments via Unity Trust online banking system. Initiated by RFO and requiring two Councillor signatures	Full Council RFO
Loss of cheques, cash etc held on Council's behalf	Low – Receipts rarely in cash. Income by way of cheque also infrequent.	Reduction in Council's financial resources.	0	: Such losses are covered by Insurance including theft. : Prompt payment of receipts into bank. : Direct payment of Precept Grants and VAT into bank account.	: Maintain adequate insurance cover. : Prompt payment of receipts into bank.	Clerk / RFO

Property						
RISK	PROBABILITY	IMPACT	SCORE	MITIGATION	CONTROL	RESPONSIBLE
Damage to Council property by third party.	Medium – all property is fixed and intended for public use.	Low - Repair costs to be initially covered. Potential increase in premiums.	0	The risk is covered by Council's insurance. (£5,000)	: Maintain property in good condition. : Ensure adequacy of insurance cover.	Council Clerk
Personal injury/damage to member(s) of the public or their property arising from defect(s) in Council's property.	Low – Council property comprises of fixed installations (e.g. bus shelter, bench seats notice boards etc)	Low - Claims for compensation and costs to the Council in defending claims when appropriate.	0	Covered through Council's Public Liability insurance. (£10,000,000)	: Regular maintenance and prompt repair of any damage. : Periodic review of insurance cover and timely renewal- significant changes to be agreed by Council.	Clerk Clerk
Legal						
Compensation claim by employee (or contracted person) in respect of injury sustained in the course of his/her employment/ engagement	Low – given the nature of Clerk's duties and working from home arrangements	Low - Claims for compensation and associated costs.	0	Potential liabilities, including costs, covered by Employers liability insurance. (£100,000)	: Health & Safety assessment of Clerks working from home conditions. : Maintain adequate insurance cover (as per above)	Council Clerk
Actions against the Council for libel or slander.	Low – Proper conduct of Council meetings and Clerk's professional judgement regarding correspondence etc	Potentially substantial cost to the Council.	0	Risk covered by £5,000 insurance –past judgement is that cost may not be justified by likelihood.	: Member awareness. : Proper conduct of meetings by Chairman. : Professional advice from Clerk.	Council Chairman Clerk

Information Technology						
RISK	PROBABILITY	IMPACT	Score	MITIGATION	CONTROL	RESPONSIBLE
Poor maintenance of website leading to non-compliance with General Data Protection Regulations (GDPR) Transparency Code and Accessibility Criteria	Low - New website enables compliance	Poor flow of information to electorate and loss of credibility	0	: Continual attention to website structure and content : Increased use of Village Facebook as communication medium	Council awareness monitoring and support. Improve skill set of Clerk through training and experience	Council Clerk
Reputational Damage						
Failure to represent community interest adequately in relation to matters likely to impact significantly on the Parish.	Low – Parish Council well established as consultee.	Reduction in local facilities and/or quality of life or missed opportunity to benefit from external funding or advice.	0	: Council recognised by other agencies for consultation and information dissemination. : Membership of NALC/KALC. : Attendance at District Council Engagement Meetings : Good interaction with District and County Council Members and Officers	Aspiring to meet Local Council Award Scheme standards at Foundation Level as a minimum requirement.	Clerk
Failure to meet legislative requirements for face to face meetings	Medium – Conflict between legislation and practicality of implementation	Health and safety implications for councillors, staff and members of the public	4	: Careful considerations of available options. : Continue appropriate management public meetings	Check proposed action with KALC adviser and insurers	Clerk