

CODDENHAM PARISH COUNCIL
RISK MANAGEMENT REGISTER 2023

Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	Annual Budget Review. Monthly Actual vs. Budget review presented at Council meetings.
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	No petty cash held. Councillors check bank reconciliation against bank statements at each meeting. Annual Internal Auditor review. Fidelity Insurance in place.
Council operates ultra vires or does not comply with current legislation	High	Low	No	Regular training for Councillors and Clerk. Within Clerk's job description.
Poor reporting to Council, Record Keeping and Book-keeping	Medium	Low	No	Accurate minutes. Timely, regular and accurate financial reporting. Internal Auditor review.
Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk.
Lack of maintenance to Council owned assets	High	Medium	Yes	Maintenance programme. Undertake regular visual inspections to review the condition of assets.
Loss or damage to council owned property	Low	Low	Yes	Asset Insurance cover in place.

				Review Assets Register against insurance
Injury to persons because of asset ownership or provision of amenities	Medium	Medium	Yes	Public Liability insurance cover in place. Undertake regular visual inspections to review the condition of assets.
Failure to reclaim VAT	Low	Low	No	'Cash Book', as circulated monthly to councillors, regularly reviewed. Internal Auditor review. VAT can be claimed back 3 years.
Failure to respond to electors' rights of access	Medium	Low	No	Within Clerk's job description
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	Up to date job description. Council data stored on external storage systems.
GDPR				
Consent	Low	Medium	No	Review all new forms & website changes.
Council Awareness	High	Medium	No	Clerk training.
Councillor Awareness	High	Medium	No	Councillor training & ICO Guide.
Data Breaches	Low	High	No	ICO process / procedures to follow.
Data Protection Officer	Low	Low	No	Parish Council does not need to appoint.
Information Held	Medium	Medium	No	Data Audit and associated actions reviewed annually.
Lawful basis for holding data	Medium	Medium	No	Data retention policy in place.
Subject Access Requests	Low	Low	No	Policies in place.

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STATUS: ADOPTED 16th March 2023
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