

CODDENHAM PARISH COUNCIL

RISK MANAGEMENT REGISTER 2024

Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	<ul style="list-style-type: none"> ▪ Annual Budget Review by Finance Working Group of three councillors and the Clerk. ▪ Monthly Actual vs Budget review presented at each council meeting and sent to councillors in advance. ▪ Reserves policy. (General Reserve of min 50%, max 80% of annual budget and specific reserves for known/possible future calls on the council)
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	<ul style="list-style-type: none"> ▪ No petty cash held. ▪ Two nominated 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	<ul style="list-style-type: none"> ▪ Regular training of councillors and the Clerk. ▪ Clerk sharing with councillors of all updates received from county and district councils and NALC/SALC. ▪ Clerk’s job description includes keeping up to date with current legislation/policies. Clerk is formally appraised by the chair and another councillor – usually the vice chair – annually. ▪ Chair and vice chair meet the Clerk monthly which includes a review of changes to legislation/policies.
Poor reporting to Council, Record Keeping and Book-keeping	Medium	Low	No	<ul style="list-style-type: none"> ▪ Accurate minutes (drafted by the Clerk, draft signed off by the chair and approved by council at the next formal meeting). ▪ Timely, regular and accurate financial reporting. ▪ Internal Auditor review.
Councillors lack relevant skills	Medium	Low	No	<ul style="list-style-type: none"> ▪ Regular training.
Clerk lacks relevant skills	High	Low	No	<ul style="list-style-type: none"> ▪ Council support to reach minimum formal training threshold and maintenance of it. ▪ Specific ongoing support and coaching/oversight. Especially this includes financial management oversight by an experienced councillor, until the Clerk has reached a standard expected by council as a whole and all formal training has been completed successfully.
Lack of maintenance to Council owned assets	High	Medium	Yes	<ul style="list-style-type: none"> ▪ Ongoing maintenance programme. ▪ Regular visual inspections to review the condition of assets.

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Loss or damage to council owned property	Low	Low	Yes	<ul style="list-style-type: none"> ▪ Asset insurance in place. ▪ Assets register periodically reviewed against insurance.
Injury to persons because of asset ownership or provision of amenities	Medium	Medium	Yes	<ul style="list-style-type: none"> ▪ Public Liability insurance in place. ▪ Regular visual inspections undertaken to review the condition of assets, using external specialists, where required e.g. trees. ▪ Programme of remedial work to reduce areas of risk
Failure to reclaim VAT	Low	Low	No	<ul style="list-style-type: none"> ▪ 'Cash Book', 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	<ul style="list-style-type: none"> ▪ Within Clerk's job description. ▪ Chair and vice chair meet the Clerk monthly which includes reviewing electors' requests for access.
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	<ul style="list-style-type: none"> ▪ Council data stored on external storage systems. ▪ Job description maintained up to date. ▪ Chair and vice chair meet the Clerk monthly – so close to current state/outstanding items. ▪ Recourse to SALC for locum cover.

Risk Identified	Impact	Risk	Insurance Cover	Control Action
GDPR				
Consent	Low	Medium	No	<ul style="list-style-type: none"> ▪ All new forms and website changes reviewed and approved.
Council Awareness	High	Medium	No	<ul style="list-style-type: none"> ▪ Clerk training.
Councillor Awareness	High	Medium	No	<ul style="list-style-type: none"> ▪ Councillor training and ICO Guide.
Data Breaches	Low	High	No	<ul style="list-style-type: none"> ▪ Information Security Incident policy
Data Protection Officer	Low	Low	No	<ul style="list-style-type: none"> ▪ Parish Council does not need to appoint a DPO.
Information Held	Medium	Medium	No	<ul style="list-style-type: none"> ▪ Data Audit and associated actions reviewed annually.
Lawful basis for holding data	Medium	Medium	No	<ul style="list-style-type: none"> ▪ Data retention policy in place.
Subject Access Requests	Low	Low	No	<ul style="list-style-type: none"> ▪ Policies in place.