

## Thornbury Group Parish Council RISK REGISTER 2023/24

### Definition of Risk management

Risk is the threat that an event or action will adversely affect the Parish Councils ability to achieve its objectives & to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated & controlled. The Parish Council is aware that some risks can never be eliminated fully, it has in place a strategy that provides a structured systematic & focused approach to managing risk which: Identifies the subject Identifies what the risk may be Identifies the level of risk evaluates the management & control of the risk & records findings reviews, assesses & revises procedures if required

	Subject	Risk Identified	High / Med / Low	Management / Control of Risk	Review / Assess / revise	Review Dates 2023/24
<b>1.0</b>						
1.1	Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files, recent records & website information are kept at clerk's home. Regular backups are made via memory stick & dropbox. In the event of the clerk being indisposed the Chairman to contact HALC for help.	Review when necessary. Ensure procedures are undertaken	15/05/2023 27/11/2023 25/03/2024
1.2	Meeting Location	Adequacy, Health & Safety	L	Meetings are held in Edwyn Ralph Village Hall. An alternative venue hire option is available: St Michael's & All Angels Church. All listed facilities are deemed to be adequate for the clerk, councillors & any public who attend from a health & safety & comfort aspect.	Review public communication of change of venues as & when needed	15/05/2023 27/11/2023 25/03/2024
1.3	Council Records	Loss through theft, fire damage	L	Papers are held at the clerk's house & backups are held on a memory stick & dropbox. The Council to incorporate other cloud storage.	Look into off site cloud storage	15/05/2023 27/11/2023 25/03/2024
1.4	Council records computer	Loss through theft, fire damage, data corruption	L	Backups are held by the clerk.	Review offsite security for backup information	15/05/2023 27/11/2023 25/03/2024
<b>2.0</b>	<b>FINANCE</b>					
2.1	Insurance	Adequacy, cost, compliance, Fidelity	L	An annual review of all insurance arrangements is carried out. Employers Liability, Public Liability, Fidelity guarantee, Slander & Libel, property.	Existing provision adequate. Review provision & compliance annually	15/05/2023 27/11/2023 25/03/2024
2.2	Banking	Inadequate checks leading to extra costs	L	The council has financial regulations which are set out requirements for banking. Cheques have 2 councillor signatories. The Council to move to online banking in 2022-2023.	Existing procedures adequate. Review financial regulations when necessary	15/05/2023 27/11/2023 25/03/2024

2.3	VAT	Inadequate checks & non compliance with HMRC	L	HMRC has standard form & procedures for reclaiming VAT	Existing procedures adequate.	15/05/2023 27/11/2023 25/03/2024
2.4	Budgeting	Inaccurate forecasting leading to poor control	L	The council has good historical information & reviews finances against budget at every PC meeting & bi-annual Finance Working Group meetings	Existing procedures adequate.	15/05/2023 27/11/2023 25/03/2024
2.5	Cash	Loss through theft or dishonesty	L	The council has no petty cash or float. Any cash transactions made by the clerk are fully receipted then reimbursed by cheque	Existing procedures adequate.	15/05/2023 27/11/2023 25/03/2024
2.6	Financial controls	Inadequate checks	L	The clerk carries out regular reconciliations which are checked by the PC. There are two signatories on cheques & an internal audit is carried out annually	Existing procedures adequate.	15/05/2023 27/11/2023 25/03/2024
2.7	Precept	Adequacy	L	Careful budgeting to underlie annual precept. Agenda item at parish council meetings to monitor of precept & costs	Existing procedure adequate, review provision & compliance annually	15/05/2023 27/11/2023 25/03/2024
2.8	Elections / By-elections	Risk of high election cost	M	The risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election. A contingency fund should be established to meet the costs	Include in financial statement when setting the precept	15/05/2023 27/11/2023 25/03/2024
2.9	Financial regulations / audit / annual return	Risk of non compliance or late submission	L	The clerk is responsible to ensure the accounts are submitted to the internal auditor & the return is signed & checked by the PC prior to publication.	Existing procedure adequate, review provision & compliance annually	15/05/2023 27/11/2023 25/03/2024
<b>3.0 ASSETS</b>						
3.1	Notice Boards	Damage to assets	L	An asset register is kept up to date & insurance is in place at an appropriate level. Regular checks should be made by a councillors.	Ensure the councillor is making regular checks & ensure insurance is at the correct level at renewal	15/05/2023 27/11/2023 25/03/2024
<b>4.0 LIABILITIES</b>						
4.1	Minutes / agendas & statutory documents	Risk of being inaccurate & or non compliant with statutory requirements	L	Minutes & agendas are produced in accordance with guidelines & adhere to legal requirements. They are produced before PC meetings & are available to view on the PC website & noticeboard.	Existing procedures adequate. Review changes when necessary	15/05/2023 27/11/2023 25/03/2024

5.0 EMPLOYEES & CONTRACTORS						
5.1	Clerk's employment contract	Loss of clerk	M	A contingency fund should be established to enable recruitment, training & induction in the event of the clerk resigning.	Consider when setting next precept	15/05/2023 27/11/2023 25/03/2024
5.2	Clerk	Salary	L	Review the correct level on a yearly basis by Chairman & PC	Consider when setting next precept	15/05/2023 27/11/2023 25/03/2024
5.3	Clerk	Competency	M	The clerk should be provided with relevant training, reference books, access to legal advice & HALC. The PC will fully support to assist the clerk	PC to monitor working conditions	15/05/2023 27/11/2023 25/03/2024
5.4	Contractor contracts	Non compliance with terms of contract	L	Review contracts annually. Ensure they are providing value for money	Existing procedures adequate	15/05/2023 27/11/2023 25/03/2024
5.5	Employer liability	Non compliance with employment law	L	Review legal advice through HALC	Existing procedures adequate	15/05/2023 27/11/2023 25/03/2024
6.0 MEMBERS RESPONSIBILITIES						
6.1	Code of conduct	Councillors behave not in accordance with the code of conduct	L	Councillors are provided with the Hereford Council Code of conduct. HALC can also be used should the need arise. HALC training opportunities are reviewed & offered to councillors when available	Existing procedures adequate	15/05/2023 27/11/2023 25/03/2024
6.2	Register of interests	Conflict of interest	L	Councillors have a duty to declare any interest at the start of the meeting & sign a declarations of interest register book. Councillors also have to review their declaration on the Register of Members Interest held by Herefordshire Council	Existing procedures adequate	15/05/2023 27/11/2023 25/03/2024
6.3	Register of gifts	Risk of influencing councillors decisions	L	Councillors are provided with the Hereford Council Code	Existing procedures adequate	15/05/2023 27/11/2023 25/03/2024