

## St Paul Malmesbury Without Parish Council - Risk Register & Assessment

### Report #05.2

#### Risk Matrix

Low likelihood/impact 1

High likelihood/impact 3

Risk Rating = likelihood x impact

Risk No	Risk Type	Description	Impact	Likelihood	Impact	Risk Rating	Mitigation
1	Financial	Fraud by councillors and/or clerk	Could take several forms	1	3	3	Fidelity guarantee
							Requirement for 2 cheque signatories
							On-line banking authorisation of payments by two councillors with copies of the invoices sent to individuals setting up and authorising the payments
							Monthly bank reconciliation
							Clerk to send monthly payments schedule and invoices to members of the finance committee for checking prior to monthly council meetings
							Financial policy and procedures reviewed regularly
		Loss of cash due failure of deposit account		1	3	3	Deposits only with core financial institutions Covered by FSCS
		Accounting system failure	Failure of system to record inputs. Failure of software supplier and thus end of support	1	3	3	Supplier has hundreds of local authority customers  A failure of the supplier would be quickly covered by another seeking valuable business

		Loss of council laptop and/or the data thereon	May be difficult to replicate the accounting information	1	2	2	Council laptop to be backed up onto memory stick and to one of the councillor's computers
		VAT and HMRC requirements are not met	Penalties for failure to follow PAYE requirements  VAT reclaim not applied for	1	3	3	Outside accountant provides the PAYE figure which is payable  VAT not payable. Reclaim regular procedure
2	Legal Claims	Personal injury claims from injury on council property	Includes injury on playgrounds & LNR	2	3	6	Public liability insurance Warning notices Regular inspection of equipment by councillor and annual inspection by RoSPA
		Contractors working on council property		2	3	6	Check on each occasion that contractors have insurance.
		Breaches of personal data privacy	Would include unauthorised disclosure of data to a third party causing damage to an individual	1	3	3	The council has adopted a privacy policy which should preclude such errors.
		Clerk is injured working from home	Might give rise to a claim	1	2	2	Ensure clerk has appropriate home insurance Clerk asked to undertake a self assessment of risks in the home environment
		Damage to third party property or individuals	Claim against the council	1	3	3	Covered by insurance
3	Damage to reputation	The council fails to fulfil its statutory duties		1	3	3	There are few statutory duties and these are well known
		The council fails to meet accounting and governance standards	An adverse note from the External Auditor	2	2	4	Careful adherence to guidance issued by NALC and to the Transparency Code.
		An individual councillor claims to speak on behalf of the council and makes statements which are not in accordance with council policies and resolutions.	This could lead to wrong impressions being gained by the public which will require correcting.	2	2	4	All councillors are aware that Code of Conduct requires them to adhere to council policies and not make incorrect statements of council policy.
		Failure to maintain Register of Members' Interests	A member may influence a decision on a matter on which he/she has an interest	1	3	3	Reviewed annually

4	Damage to council property	Play equipment, notice boards and benches may be damaged in accidents or by vandals.	Loss of community amenity	3	3	9	Damage to be covered by insurance
5	Failure to adhere to employment law and procedures for pay, staff conditions, etc.	Possible prosecution for the failure		1	3	3	Personnel Committee oversee these issues, review annually by full council
6	Pandemics	Council's functioning impaired due to pandemic Council's playgrounds closed		1 1	3 3	3 3	Damage mitigated by virtual meetings Warning signs placed on equipment
7	Parish Clerk resigns	Period of time before a replacement is appointed		2	2	4	Duties can be covered in the short term by experienced councillors. Need to ensure that the segregation of duties is maintained at all times
8	Contractual disputes	Council enters into a dispute with a contractor over the proper fulfilment of a contract		2	3	6	Care to be exercised over ensuring the terms of the contract allow the council redress in the event of the contractor failing to perform. All risks to be considered before entering into the contract. External advice to be sought if appropriate