



Swinderby Parish Council- Risk Register

ADOPTED 30 JULY 2018

NOTE: Central Authority relates to any of the following - North Kesteven District Council, Lincolnshire County Council and Central Government

ID	Risk	Management / Control of Risk	Impact	Likelihood	Overall rating	Action
1	Funds placed with a single financial institution	Swinderby Parish council places funds with a single financial institution namely Unity Trust bank. Should the institution fail then all the funds are at risk of loss.	Low	Low	Low	Accept the Risk as current level of funds should be covered by the Financial Services Compensation Scheme
2	Financial controls over internet banking are inadequate	Unity Trust operates a strong control over internet banking, with payments being set up by the Clerk and Authorisation by 2 councillors being required before payment is made. Councillors from the same household should not be approving the same payments	Low	Low	Low	Accept the risk as Financial Controls are strong with Unity Trust Bank and the systemic controls that this offers
4	Council may not adequately understand the accounts they are asked to approve	Members of the parish council may not fully understand the financial information they are being asked to approve on a monthly basis. Although every effort is made to clarify points when they arise there may still not be sufficient knowledge to be able to approve with the fullest understanding. This means that matters could be approved incorrectly	Medium	Low	Low	Accept risk, there is enough diversity of skills and knowledge within the council so that a sufficient number of people do have the necessary knowledge
5	Budgets are insufficient to carry out Parish Council duties	There maybe insufficient money to carry out essential Parish Council duties. Due to the constantly changing nature of grants and moneys being made available and withdrawn by central authority it is difficult for the council to keep on top of what they can claim for. In addition Central authority is constantly reviewing the amount of funds it makes available to the parish councils but asking more of them.	Medium	Medium	Medium	Maintain relationship with LALC
6	Council Paper Records Loss through theft, fire or damage	Archive material kept securely at Lincolnshire Archives. Current working documents kept by clerk. Accounts kept for 6 years after which all records, except the annual return will be securely destroyed	Medium	Low	Low	
7	Council Electronic Records - Loss through theft, fire, damage or virus	Electronic copies of documents kept on laptop and backed up onto the Cloud. . Anti-virus software installed, operational and kept up to date.	Medium	Low	Low	

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8	Assets - Loss or damage	An asset register is maintained and insurance is held at the appropriate level for all items. Regular checks are carried by the Council on all assets and maintains them accordingly.	Medium	Low	Low	
9	Insurance - Adequacy, Cost, Compliance and Fidelity Gurantee	An annual review is undertaken of insurance arrangements. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Clerk liaises with insurance company and Council to ensure the cover is appropriate and conditions are met to ensure compliance.	Medium	Low	Low	
10	Clerk - Loss of Clerk	All documents saved on the Council laptop and backed up online.	Low	Low	Low	
11	Members Interests - Failure to disclose interests	Members are required to disclose interests at the meeting and declare these on the interests form, as per regulations - failure to do so can result in a fine.	Low	Low	Low	
12	Actions taken - ensuring decisions and actions are legal	Clerk and Cllrs attend regular training, which is provided for in the budget. Council has access to support and information including on new legislation. Standing Orders and Financial Regulations govern council processes and are regularly reviewed to account for changes in law. Clerk to take further advice and check legality of decision if council is unsure. SLCC / LALC membership is maintained.	Medium	Low	Low	
13	Health and Safety - Council Activities	Risk assessments to be carried out for any new activities and events, as per the council's Financial Regulations. Public liability insurance is held.	Medium	Low	Low	
14	Trees	The council has in place a tree management plan, which includes 3 yearly inspection of all trees by a qualified arborculturalist and is updated accordingly. Remedial work is carried out when identified.	Medium	Low	Low	
15	Actions taken/not taken by the Council, not being supported by the Community	Council to carefully consider any services or commencing additional services and provide community access to information (website/social media) regarding the Council's activities.	Medium	Low	Low	Accept the risk, and manage it as far as possible as it is not possible to please everyone all of the time