

**Braishfield Parish Council Risk Register for the Year ended 31st March 2023**

No.	Topic	Risk Identified	Likelihood Score (1-3)	Impact Score (1-3)	Risk Level (H/M/L)	Management of Risk	Action	Internal Audit Checks
1	Precept	Not Submitted	1	1	L	Full Council Minute - RFO follow up	Diary	12 Months
		Not Paid by BC	1	1	L	Check & Report to Council Minute	Diary	12 Months
		Adequacy of Precept	1	1	L	Qtly Review of Budget to Actual	Diary	12 Months
2	Salaries	Wrong Salary Paid	1	1	L	Check to minute/contract. Spot checks by Cllrs	Council	12 Months
		Wrong deductions of NI/Tax	1	1	L	Check PAYE Calcs/use HMRC software	Council	12 Months
3	Staff Expenses / Allowances	Overpayment	1	1	L	Claim form & minute	Clerk/RFO/ Chairman to verify	12 Months
4	Cllrs Allowances	Cllr Overpaid	1	1	L	Claim form & minute	Clerk/RFO verify	12 Months
5	Grants & Support	Power to Pay	1	1	L	Minute power	Council	12 Months
		Agreement of Council to pay	1	1	L	Minute	Council	12 Months
		Conditions Agreed	1	1	L	Use unreasonable condition	Clerk/RFO verify	12 Months
		Cheque & Voucher	1	1	L	Signatory initials etc. to stubb	Council	12 Months
		Follow up verification	1	1	L	RFO check and consider budget	Council	12 Months
6	VAT - Irrecoverable	VAT Analysis	1	1	L	All items in Cash Book	Clerk/RFO verify	12 Months
		Charged on purchases	1	1	L	All items in Cash Book	Clerk/RFO verify	12 Months
		Claimed within time limits	1	1	L	Consider at Budget setting inline with policy	RFO opinion	12 Months
7	Reserves - General*	Adequacy - at least 3 months	1	1	L	Consider at Budget/Final a/cs	RFO/member view	12 Months
8	Assets	Loss, Damage etc	2	1	M	Regual inspections, update asset register and insurance	RFO/member verify	12 Months
		Risk or damage to third party property or individuals	1	1	L	Review adequacy of Public Liability Insurance	Diary	12 Months

9	Staff	Loss of key personnel	1	2	L	Hours, health, stress, training management, procedures manual, Explore locum costs	Member verify	12 Months
		Fraud by staff	1	1	L	Fidelity Guarantee value/Monthly Bank reconciliation. Copies of Bank Statements to the Chairman	Council	12 Months
10	Loss	Consequential loss due to critical damage or third party performance	1	1	L	Adequacy of Insurance cover - review	Diary	12 Months
		Cash - loss through theft or dishonesty	1	1	L	No petty cash held but review adequacy of Fidelity guarantee Insurance cover	Diary	12 Months
		Grants	1	1	L	Review adequacy of Fidelity guarantee Insurance cover	Diary	12 Months
11	Direct Costs and Overhead expenses	Goods not supplied	1	1	L	Order system	RFO Check	12 Months
		Invoice incorrectly calculated	1	1	L	Check calculations	RFO Check	12 Months
		Cheque payable is excessive	1	1	L	Signatory initials etc - stubb & voucher	Council	12 Months
		Cheque payable to wrong party	1	1	L	Signatory initials etc - stubb & voucher	Council	12 Months
12	Election Costs	Increased in the event of a casual vacancy	1	2	L	RFO to consider increasing budget and or precept to increase earmarked Election Fund	RFO/Council	12 Months
13	Borrowing/Lending	Adequacy of funding to repay loans	1	1	L	Financial review and monthly cash flow forecasting	Diary	12 Months
14	Legal Powers	Illegal activity or payment	1	1	L	Educate Council as to their legal powers	Diary	12 Months
15	Financial Records	Inadequate records and financial irregularities	1	1	L	RFO/Clerk/Councillor to check quarterly plus regular internal audit	Diary	12 Months
16	Minutes	Accurate and legal	1	1	L	Review at following meeting	Diary	12 Months
17	Members Interests	Conflict of interest	1	1	L	Update declarations of interest. Noted at each meeting and updates requested at AGM	Diary	12 Months
18	Website	Loss of data/management	2	2	H	Back up website plus at least 2 members trained to administer	Council	12 Months
19	CiL/s106 Monies	Lost if not used within 5 years	1	1	L	Identifying Projects	Council	12 Months
20	Data Protection	Policy provision	1	1	L	The Council holds no personal data	Council	12 Months
21	Freedom of	Policy provision	1	1	L	The Council has a model publication	Council	12 Months

Information Act

scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk's time.

22	Meeting Location	Adequacy of Health & Safety	1	1	L	Parish Council Meetings are held at the Village Hall which is considered to be 'fit for purpose' for Councillors, the Clerk and members of the Public	Council	12 Months
23	Noticeboards	Risk/damage/injury to third parties and road side safety	1	1	L	The Parish Council has 5 notice boards sited around the Parish. All locations have been approved by the relevant parties and have adequate insurance cover and are inspected regularly	Council	12 Months
24	Busines Continuity	Risk of Council being unable to continue its business due to an unexpected occurrence	1	1	L	All files and recent records are adequately stored and backed up, where possible	Diary	12 Months
25	Insurance	Adequacy Cost Compliance Fidelity Guarantee	1	1	L	An annual review is undertaken, prior to insurance renewal, of all insurance arrangements in place to ensure the necessity, risk cover and appropriate liability is covered.	Diary	12 Months
26	Banks and Banking	Inadequate checks, Bank mistakes and Loss charges	1	1	L	The Council has Financial Regulations that set out the requirements for banking, cheques, and account reconciliations. Since banks do make errors these would be discovered during the course on quarterly bank account reconciliations, after the arrival of the relevant bank statements.	Clerk/RFO	Monthly

Reviewed on: 4th April 2023