CHARNEY BASSETT PARISH COUNCIL - RISK REGISTER

11th May 2022

Risk Area	Control Procedure	Monitoring Process	Responsibility	Further Action Required	Review Date
Governance					
Inability to make decisions (5 Cllrs. required: 3 to be quorate)	Cllrs. elected every 4 years or by co-option if necessary	Cllrs. To notify Chairman of intention to resign asap. Cllrs. appointed to posts that aline to their interests.	Cllrs. Clerk	Maintain interest in Council affairs through articles in Charney Chatter	bi-monthly
Loss of Clerk (resignation)	Period of notice stipulated in Statement of Employment. Ensure effective recruitment process.	Regular meetings between Clerk, Finance Officer and Chair	Chair	Verbal agreement to extend contract to 1 April 2024. Written contract to be signed off.	monthly
Loss of Clerk (unexpected)	Effective monitoring of duties as far as possible.	Regular meetings between Clerk and Chair	Chair Cllrs.		monthly
Loss of Finance Officer	Written agreement to continue in role (voluntary post)	Clerk to remain up to date through meetings, discussion etc	Chair / Clerk	Agree longer term arrangement if possible, including future of RFO	Dec-22
Complaint against Council decision	Effective and up to date Standing Orders + training budget.	Minutes record reasons for decisions and procedure used (where relevant)	Clerk	Cllrs. to be encouraged to take up OALC training opportunities	bi-monthly
Complaint against Cllr.	Effective and up to date Standing Orders and Code of Conduct	Interests declared in Register and at meetings where necessary. Code of Conduct to align with VoWHDC.	Clerk Cllrs.	Monitor progress on national review of model Code of Conduct	bi-monthly
Complaint against Clerk	Up to date Job Description. Complaint Procedure in Staneding Orders.	Annual Performance Review	Chair Clerk	Performance Review 2021 overdue	bi-monthly
Failure to identify risks	Up to date Risk Register	Risk Register reviewed regularly	Clerk		annual
Operational					
Loss of data (meeting, communication and financial)	Electronic data backed up. Paper records securely filed.	PC Laptop backed up on memory stick. Secure filing cabinet.	Clerk		monthly
Loss of historic records (e.g. property) with no electronic equivalent	Store in secure facility (e.g. Berks archive) in line with archive policy	Maintain adequate record of whereabouts of documents	Clerk	Full audit of documents required (priority for 2022)	annual
Injury to personnel	H&S requirements flagged in Clerk's JD and Group ToRs. Maintain employment insurance.	Incidents recorded and reviewed.	Clerk Volunteers		annual

Harm to third parties from PC actions	H&S requirements flagged and risk assessed in advance where appropriate. Maintain public liability insurance.	Incidents recorded and reviewed.	Clerk Volunteers		annual
ineffective use of resources (resulting in non-achievement of aims)	Aims and objectives kept up to date in tandem with budget setting	Key deceisions taken at open PC meetings	Clerk Cllrs.	Objectives reviewed at AGM	annual
Financial					
Failure to secure adequate funding	Future spending and anticipated income identified prior to satart of each financial year (normally January)	Precept requirements identified together with all possible income sources (incl. grants)	Clerk		annual
Failure to make timely payments.	At least 3 Councillors registered with Bank and able to authorise payments (2 signatures always required)	Provide assistance to Councillors (where required) to register and maintain status as an internet banking authorised signatory	Clerk / RFO	3rd Councillor to be assisted in registering for internet banking	on-going
Failure to control costs	Spending to accord with agreed budget unless agreed otherwise at PC meeting	Regular monitoring reports to PC	Clerk	Fully understand level of restriction imposed by 'The Free Resource'.	bi-monthly
Failure to maintain adequate reserves	Reserve Policy included in Financial Regulations	Balance reviewed at PC meetings	Clerk		bi-monthly
failure to comply with statutory requirements (incl. S.137 limit)	Maintain up to date Financial Regulations	Transactions independently verified and reported. Scrutiny process agreed annually	Clerk Auditor	Fully understand level of restriction imposed by 'The Free Resource'. Review Financial Regulations to take account of change to internet banking.	bi-monthly
Unexpected financial loss (theft, dishonesty etc)	Finances held in secure bank and expenditure authorised by 2 Cllrs.	All transactions reported to PC meetings and process scrutinised by internal audit	Cllrs. Internal Auditor		bi-monthly
Assets					
Inadequate maintenance of property	Maintenance of Asset Register and provision of adequate finance	periodic inspections and response to public concerns	Clerk Cllrs.		annual
Inability to respond to unexpected damage	Maintenance of adequate insurance cover	Insurer provided with up to date Asset Register	Clerk		annual

Loss of village hall as village asset	CHAFT Constitution	Maintain PC representation on CHAFT. Regular meetings of Joint Liaison Group.	Clerk Cllrs.	Agree long-term relationship with CHAFT through a MoU	at least annually
Loss of Charney Field as village asset	CHAFT Constitution	Maintain PC representation on CHAFT. Regular meetings of Joint Liaison Group.	Clerk Cllrs.	Agree long-term relationship with CHAFT through a MoU	at least annually
Failure to maintain Charney Mill to standards required by OCC	Charney Mill Lease (PC/OCC)	Regular meetings of Project Group.	Clerk Chair	Keep under review possibility of surrendering lease at 25 year break (circa 2027)	at least annually
Harm to individuals using PC property	Conformity with H&S requirements and maintenance of adequate insurance cover	periodic inspections	Clerk		quarterly