



Risk Register

To be read in conjunction with the Risk Management Policy

Area at Risk	Potential Risk	Mitigation	Timescale
Property: Street furniture Defibrillators Play equipment Buildings Other people's property	<ul style="list-style-type: none"> • Damage • Risk of injury • Cost of replacement • Cost to repair 	<ul style="list-style-type: none"> • Regular inspections • Maintenance in-house and external contractors • Insurance cover including public liability • Ensure asset register is up to date 	<ul style="list-style-type: none"> • Ad hoc • Annual review • Annual review • Annual review
Contents: Electrical Handheld tools Paper records Office furniture Misc equipment Cash	<ul style="list-style-type: none"> • Damage • Risk of injury • Cost of replacement • Cost to repair 	<ul style="list-style-type: none"> • Report faults • Assess repair/replacement costs • Ensure PAC testing is carried out on electrical items • Ensure asset register is up to date 	<ul style="list-style-type: none"> • Ad hoc • Ad hoc • Annually • Annually
Service provision: Moorings Allotments Cemeteries	<ul style="list-style-type: none"> • Loss of income • Critical damage • Inaccessibility 	<ul style="list-style-type: none"> • Regular inspections • Insurance cover to include public liability • Ensure expected income/expenditure budgeted for 	<ul style="list-style-type: none"> • Monthly • Reviewed annually

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Car parks Contracts with other agencies	<ul style="list-style-type: none"> • Failure of contractors to deliver on agreed timescales • Reputation 	<ul style="list-style-type: none"> • Communicate widely with public • Ensure work is signed off and contracts are scrutinised 	<ul style="list-style-type: none"> • Quarterly reviews F&GP • As required • As required
Finance Theft/loss of money Lack of money Mismanagement of money Precept Fees	<ul style="list-style-type: none"> • Council cannot pay for services/staff/equipment • Services cease • Reputation 	<ul style="list-style-type: none"> • RFO to have relevant experience/qualification • Personnel Committee to supervise RFO • F&GP Committee to scrutinise income/expenditure • Council to approve payments and receive a summary of accounts • Summary of accounts to be published with the minutes • Decisions to be accurately recorded in minutes of meetings which are published on line • Financial Regulations adhered to, accompanying checklist completed • Robust budget presented to F&GP Committee when setting precept • Publish Annual Governance and Accountability Returned 	<ul style="list-style-type: none"> • Appointment • Regular meetings • Quarterly • Monthly • Monthly • After each meeting, published monthly • Ad hoc • Reviewed annually • Annually
Systems Accounting package Virus prevention Burial records Staff records Council records Hardware is efficient/reliable	<ul style="list-style-type: none"> • Use of a recommended/endorsed accounts package • Files held digitally and backed up 	<ul style="list-style-type: none"> • SCRIBE used, RFO to attend tutorials and training and seek advice as necessary • Back ups happen regularly during the day 	<ul style="list-style-type: none"> • As necessary • Daily/monthly

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Software is efficient/reliable Emails are compliant Data storage/retrieval Website	<ul style="list-style-type: none"> • Staff records held confidentially • Retention of files • Emails set up with gov.uk domain • Scans are undertaken monthly on all computer devices to check for virus • Website is compliant and accessible 	<ul style="list-style-type: none"> • Staff records kept in separate area with only the Clerk having access • Paper files are held in line with GDPR and recommendations made by data protection; a consultant is employed to advise • IT consultant manages access to emails and deletion of emails • IT consultant to ensure regular scans on all equipment, staff to report any suspicious emails/links etc • Website hosted by IT provider 	<ul style="list-style-type: none"> • As necessary • Clerk to review • As members leave/join • Monthly or if suspicious activity detected • Review bi-annually
<u>Governance/Compliance</u> Powers/duties GDPR Data Protection Transparency	<ul style="list-style-type: none"> • Reputation • Financial • Legal 	<ul style="list-style-type: none"> • Record decisions at meeting accurately and minutes to be approved and published • Clerk/RFO to be suitably qualified • Membership of CALC and other relevant advisory bodies • Budget for training (Clerk and Members) • Review of policies, procedures, regulations • Publication of policies etc. on website • Advice sought from external agencies to ensure compliance with Acts and Mandate 	<ul style="list-style-type: none"> • Each meeting • Personnel to review • Annual membership • Annual review • Annual review • As approved • As required
<u>Dishonesty/Incompetence/Poor character</u> Theft/fraud Misuse of money	<ul style="list-style-type: none"> • Financial • Reputation • Health and safety 	<ul style="list-style-type: none"> • Summary of payments/accounts sent to Full Council • F&GP scrutinise accounts on a quarterly basis 	<ul style="list-style-type: none"> • Monthly • Quarterly

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<p>Misuse of procedures Slander/libel allegations Poor service provision/no service provision</p>	<ul style="list-style-type: none"> • Legal • Wellbeing 	<ul style="list-style-type: none"> • Banking has limited authorised personnel with only one ‘token’ issued to access banking • Appraisals of staff • Identify and provide training • Ensure policies and procedures are reviewed regularly and shared with the council to ensure collective responsibility for due diligence • Publish policies on website for transparency • Monitoring of social media platforms • Adhere to Policies and Procedures in dealing with the press and media • Ensure the Clerk is aware of any interaction with the press/social media forums undertaken in a Council capacity • Personnel and F&GP Committees to oversee the management of the Clerk and ensure council work is completed within budget and is compliant • Ensure staffing policies and procedures are up to date and grievance/support/competency strategies are undertaken in a timely manner 	<ul style="list-style-type: none"> • Mandate reviewed annually • At least annually • Review annually • Reviewed annually, shared on approval • As approved • As required • Ongoing • As required • Ongoing • Annually or as required