



Risk Management Register

DOCUMENT INFORMATION

Issue Date:	June 2024
Effective From:	Immediately
Scope of Document:	A record of actions agreed to address or reduce identified risks to the Council
Objective:	To record mitigating actions to address or reduce all identified risks to the Council
Author:	Parish Council Clerk and Responsible Financial Officer – Adele Waddington
Authorised by:	Trawden Forest Parish Council
Date Adopted:	
Review date:	May 2025

Please note that in assessing risk, consideration should be given to the likelihood of the occurrence and the effect it would have.

Reviews of risks will be held a minimum of once yearly or whenever there is an envisaged change in responsibility.



Risk Management Register

1 Objective at Risk: Control over funds

Item	Risk Identified	Rating	Responsibility	Action
Precept	Failure to calculate / submit precept request on time	Medium	Clerk	<ul style="list-style-type: none"> - confirm submission dates with Pendle Borough Council - prepare draft budgets in sufficient time - prepare and submit precept request in sufficient time
Precept	Inadequacy of precept	Medium	Members Clerk	<ul style="list-style-type: none"> - thorough calculation and breakdown of proposed precept - build a reserve of one year's precept amount to carry forward - quarterly review of budget to actual expenditure - build a reserve of funds to carry forward
Election Costs	Inadequacy of projected election costs	Medium	Members Clerk	<ul style="list-style-type: none"> - standard election costs will normally be advised by Pendle Borough Council <p>Borough Council after elections for inclusion in the following year's precept. Any additional costs e.g. for by-elections to be paid for from the contingency figures incorporated in the budget</p>
Records	Failure to maintain proper accounting records	Medium	Members Clerk	<ul style="list-style-type: none"> - recruit suitably competent / qualified Clerk - prepare comprehensive job description - quarterly review of accounts - review reports from internal and external auditors - enable training, ensure accounting software is adequate for needs etc - prepare and have approved accounting system - ensure records kept up to date monthly as a minimum



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Income	Failure to account for income properly	Medium	Members Clerk	<ul style="list-style-type: none"> - receive and review reports of all income received - quarterly review of balance sheet - record income and share quarterly - bank income cash and cheques immediately (when appropriate)
Expenditure	Failure to account for expenditure properly	Medium	Members Clerk	<ul style="list-style-type: none"> - review annual budget calculation - quarterly review of expenditure against budget - inspect and authorise invoices - to be available at council meetings - periodically review bank reconciliations - enter all invoice details into accounting system immediately - maintain adequate analysis of all payments made by category/cost centre - cross reference all payments to invoices - list all payments due at each meeting
Donations and Financial Support	Insufficient audit trail of requests to the Council, and insufficient evidence of Council agreement to pay	Low	Clerk	<ul style="list-style-type: none"> - retain letters/application forms from parties requesting grants e.g. initial request, thanks after the donation and receipts - request and retain completed Grant Application Form - minute Council agreement to all donations - payment to be authorised by the required signatories
Overspend	Failure to stay within agreed budgets	Medium	Clerk Members	<ul style="list-style-type: none"> - maintain full records of all payments - produce quarterly variance analysis of payments against budget - advise members if liable to overspend. - periodically review variance analysis
Reserves	Holding excessive or inadequate reserves	Medium	Members	<ul style="list-style-type: none"> - calculate anticipated reserves position at the end of each financial year and review for adequacy / appropriateness



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Annual Return	Failure to complete / submit Annual Return on time	Low	Clerk	<ul style="list-style-type: none"> - check and diarise cut-off dates for submission of Annual Return to external auditors - ensure Council agrees to AGAR at May annual meeting - ensure that accounts are prepared in adequate time for submission
Fraud	Fraud by Clerk	Medium	Members	<ul style="list-style-type: none"> - recruit suitably qualified / competent Clerk, after checking references as appropriate - quarterly review accounts - quarterly review bank reconciliations - receive and review reports by internal and external auditors - obtain adequate insurance cover i.e. Fidelity cover
Fraud	Fraud by Members	Low	Clerk	<ul style="list-style-type: none"> - restricted access to cheque books/online payments - review and reconcile bank statements on receipt
Value	Failure to achieve best value	Low	Members	<ul style="list-style-type: none"> - produce a purchasing policy and / or review by Council - issue tenders of all major purchases - aim to obtain 3 quotes wherever feasible in line with the Council's Financial Regulations Policy (amended April 2022)
VAT	Failure to account for and recover VAT	Low	Clerk	<ul style="list-style-type: none"> - regularly review VAT status and VAT position - maintain separate records of all VAT paid - submit completed claim to HMRC annually



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2 Objective at risk: Providing the local community with the opportunity to participate.

Item	Risk Identified	Rating	Responsibility	Action
Vacancies	Failure to attract sufficient candidates for member vacancies	Medium	Members Clerk	<ul style="list-style-type: none"> - actively publicise Council activities - seek candidates amongst friends and colleagues - publicise vacancies on notice boards, website and social media - publicise in local papers if response is poor
Quorum	Failure to achieve quorum at meetings	Medium	Clerk	<ul style="list-style-type: none"> - issue annual meeting calendar to all members - issue meeting agendas in accordance with regulations - maintain attendance register - contact members should any fail to attend meetings without apology
Public Participation	Lack of public participation at meetings	High	Clerk	<ul style="list-style-type: none"> - ensure notice of meetings are posted in notice boards, website and social media - include public participation on all agendas - ensure seating available at venue for public - ensure proceedings are audible e.g. use of microphone where appropriate - publish agendas and minutes on website - publish annual meeting calendar on website
Public Consultation	Lack of public consultation by members	Medium	Members	<ul style="list-style-type: none"> - maintain regular contact with local residents - publicise address and contact details - include contact details on website



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Representation	Members acting alone outside meetings	Medium	Members	<ul style="list-style-type: none"> - obtain and read 'Councillors Guide' - avoid making commitments on behalf of the council - attend relevant training courses
Publicity	Bad publicity	High	Members	<ul style="list-style-type: none"> - have all press releases reviewed by Chair and Clerk before release - if speak to the press outside meetings make it clear in which capacity you are speaking e.g. as a member of the public
Allegations	Allegations of libel or slander	Medium	Members	<ul style="list-style-type: none"> - have all press releases or newsletter articles reviewed by Chair and Clerk before release - obtain insurance against possible actions
Non-activity	Council decisions not implemented	Low	Members	<ul style="list-style-type: none"> - review minutes for confirmation of action - review Clerk's report for confirmation of action - review correspondence as necessary
Document Control	Inadequate document control	Low	Clerk	<ul style="list-style-type: none"> - obtain Chair's signature on approved minutes - retain signed minutes - maintain regular back-ups of all computer records - retain all records for required legal period - Chairperson issued with list of passwords to access the laptop, website, emails and password-controlled documents.



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3 Objective at risk: Providing such services as the local community wishes.

Item	Risk Identified	Rating	Responsibility	Action
Consultation / Representation	Failure to correctly identify local needs or wishes	Medium	Members	<ul style="list-style-type: none"> - maintain close contact with local residents - use meetings to obtain residents' feedback - use questionnaires, where appropriate, to identify local wishes - review local papers, especially correspondence sections
Provision of ad-hoc events	Failure to identify all possible risks and to mitigate appropriately	High	Members	<ul style="list-style-type: none"> - ensure a full risk assessment is carried out - ensure all required licenses are obtained - ensure all relevant guidance is followed - ensure all relevant regulations are followed - ensure the Council has financial and organizational control of events for which it is responsible and accountable - ensure contingency plans are in place e.g. for shortfall of any external funding - ensure the Council is appropriately resourced to provide the necessary controls and to perform the actions above.



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4 Objective at risk: Compliance with laws and regulations.

Item	Risk Identified	Rating	Responsibility	Action
Conflict of Interest	Failure to recognise and address conflict of interest	Medium	Members	<ul style="list-style-type: none"> - review Code of Conduct (re-adopted April 2024) - complete, sign and maintain 'Declaration of Interests' form - if in doubt, seek advice
			Clerk	<ul style="list-style-type: none"> - Add to Annual Meeting Agenda and ensure Councillors review their entries
Legislation	Failure to comply with relevant legislation	High	Members	<ul style="list-style-type: none"> - periodically review all activities to ensure ongoing compliance - check legality of any decision when in doubt
			Clerk	<ul style="list-style-type: none"> - maintain records of decisions taken and cross reference to relevant legislation



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5 Objective at risk: Control over Assets including Fixed Assets.

Item	Risk Identified	Rating	Responsibility	Action
Asset Register	Failure to maintain Asset Register	Low	Clerk Members	- maintain and update Asset Register as Council owned Assets are obtained - periodically review Asset Register
Burglary	Burglary to office	Medium	All	- ensure doors and windows are always locked when the property is not occupied - ensure adequate locks are fitted to office door and windows
Fire	Fire damage to office	Medium	Clerk	- ensure all office equipment is turned off when the office is not occupied - ensure a suitable fire extinguisher is available – if appropriate for building. - ensure “no smoking” regulations are met
Accident	Accidental damage to assets	Medium	Clerk	- ensure adequate insurance cover for contents and buildings.
Loss or Harm	Loss or harm to staff or to third parties	Medium	Clerk	- regular inspection of assets from health & safety viewpoint - ensure adequate insurance cover i.e. public liability
Paper Records of the Council	Loss by damage, destruction, or negligence in any form	Low	Clerk	- ensure all key documents are also held as computer documents - ensure all paper records are appropriately filed and organized - ensure that the origin of original documents / books / emails are known so they can be obtained again if necessary.
Computer Records of the Council	Loss by PC breakdown	Medium	Clerk	- ensure weekly backups are taken to external hard drive to be held off-site by the clerk - most, and all-important Parish Council documents are held on OneDrive so that it is cloud based



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				<ul style="list-style-type: none">- ensure Chairman has copies of all passwords required to access all accounts.- Clerk has produced a 'Calendar of Jobs' in case she is unable to attend work at short notice.
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6 **Objective at risk: To ensure the safety and well being of all allotment holders, guests and visitors to the allotment site.**

Item	Risk Identified	Rating	Responsibility	Action
Safety	Injury to persons	Medium	Clerk Trawden Forest Allotment Association	<ul style="list-style-type: none"> - maintain public liability cover - ensure regular Health and Safety inspections of the land and perimeter area take place - to receive and act upon any reports of potential Health and Safety problems – or injuries that have occurred - to instigate a process and procedure to document inspections made, problems notified and to record actions taken through to resolution of the problem.
Safety / Security	Criminal Damage	Medium	Tenants Trawden Forest Allotment Association	<ul style="list-style-type: none"> - to report problems when identified - ensure the perimeter of the allotment is regularly inspected, maintained and repaired promptly when necessary
Fire or Flood	Damage by Fire or Flood	Low	Tenants	<ul style="list-style-type: none"> - to report events should they occur so that Health and Safety inspections can be arranged.
Access / Parking	Damage to the allotment entrances	Low	Tenants Trawden Forest	<ul style="list-style-type: none"> - to report problems promptly - to inspect regularly, to follow up on problems reported, and resolve as soon as possible



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			Allotment Association	
Liability	Council held liable for any injuries by the tenants	Medium	Trawden Forest Allotment Association	<ul style="list-style-type: none"> - to make it explicit within the rental agreement that the council is not responsible for items owned by the tenants which are stored at the allotments - to ensure that insurance is taken out specifically for the allotments
Finance	Income and expenditure subsumed within Council Accounts	Low	Clerk, Members, Council Allotment Committee	- to ensure that allotment account records are recorded in main council expenditure and visible in all quarterly accounting documents.



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7 Objective at Risk: Health and Safety / Security of Employee within Office Environment

Item	Risk Identified	Rating	Responsibility	Action
Health & Safety	Fire, gas explosion, electrical malfunction, trip hazard	Medium	Members	<ul style="list-style-type: none"> - to ensure that a fire extinguisher is available, if appropriate - to ensure that the property owner undertake annual gas and electrical inspections take place and that appropriate certificates are obtained
Personal Security	Physical threat as a lone worker within the office premises	High	Members All office users Clerk	<ul style="list-style-type: none"> - to ensure that a form of security is purchased and maintained e.g. alarm button and cctv system - to ensure that the personnel within the library/shop are aware the Clerk is in the office. - to ensure that the external door is locked by the last person leaving the office. - Clerk to install 'panic button' on mobile phone in case of emergency - To ensure there is a safe passage of exit if required in an emergency - clerk to formally report all incidents [no matter how trivial] to councillors and other users.



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Wellbeing	To lessen any risk of a Councillor, or the clerk, becoming overwhelmed the work/work load.	Medium	All	<ul style="list-style-type: none">- carry out annual appraisal for clerk- regularly check on wellbeing of clerk- seek out support, as and when needed- Make it apparent that we are a team and therefore able to support each other where we can
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