

Minster Lovell Parish Council Risk Register

Financial Risks

Subject	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management/ Control of Risk	Staff Action	Frequency
Precept	Not submitted or submitted late.	M	H	Clerk to ensure item on agenda in time for amendment and approval before submission date. Once submitted RFO to ensure confirmation email received from West Oxfordshire District Council (WODC). A General Reserve of between 50% & 75% of the annual budget will be maintained.	Clerk /RFO	Annual
	Not paid to Parish Council	M	H	RFO to confirm receipt in April & September and follow up if necessary.	Clerk/RFO	Biannual
	Adequacy of Precept	M	M	The precept is decided in conjunction with budgeting each year during the period from November to January. The budget is scrutinised by all Councillors prior to adopting the precept and setting the budget. The RFO anticipates costs for the forthcoming year.	Clerk/RFO / Councillors	Annual
Other Income	Cash / Cheque Handling	H	L	Cheques received are banked as soon as possible. There is no petty cash or float	Internal Auditor to confirm	Annual
	Cash / Cheque Banking	L	L	Monthly reconciliation carried out and is audited by the Internal Auditor annually.	Internal Auditor to confirm	Annual

Minster Lovell Parish Council Risk Register

Internet Banking	Various	H	H	<p>Internet Banking - Since the removal in 2014 of section 150(5) from the Local Government Act 1972, local councils have been able to make use of modern methods of making payments, such as internet banking. However, it is imperative that proper processes are in place to ensure safe and efficient methods of payment for goods and services and the following guidelines may assist: (Unity Bank under consideration).....Aug 23</p> <ul style="list-style-type: none"> Any application to open an internet banking account in the name of the Council MUST be approved by resolution and the application form signed by at least two existing cheque signatories. The Bank must be instructed that overdraft facilities are not authorised. Forms or letters of authorisation to transfer sums to the internet account are to be signed by any two existing cheque signatories. No internet banking is undertaken on a computer to which the public have access. The Council installs, and keeps updated, anti-virus software on all computers used for Internet Banking The Council advises its insurers and introduces such further safeguards, such as increased fidelity insurance, as may be required by the Insurers. Hard copies of the bank statements are to be made available for inspection by Council. Where cheques are still used, signatures of two members are required to sign the cheque and initial the cheque stub. Where BACS payments are made, they are to be authorised by two members. 	Clerk, RFO & Councillors	As required
------------------	---------	---	---	---	--------------------------	-------------

Subject	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management/ Control of Risk	Staff Action	Frequency
Salary	Wrong salary / hours / rate paid	H	M	<p>Check salary, hours and rate to contract. Council to verify salary scale and agreed pay rate. Salaries and method of payment to be agreed annually in advance. Current method of payment by cheque is not satisfactory to be changed</p>	Councillors to agree & verify	Annually

Minster Lovell Parish Council Risk Register

				to payment by standing order same day each month.		
	PAYE administered incorrectly	H	M	PAYE administered internally through HMRC Basic Tools.	Clerk/RFO process and Councillors verify	Monthly
	Pension administered incorrectly	H	M	Pension administered internally through NEST website if applicable.	Clerk/RFO process and Councillors verify	Monthly
Direct costs and overhead expenses	Goods not supplied to Parish Council	H	M	Process to track delivery / services ordered.	As required check arrival. Clerk to chase if necessary	As required
	Invoice incorrectly calculated or recorded	H	L	Check arithmetic on invoice.	Clerk/RFO check	As required
	Cheque payable is excessive or to wrong party	H	M	2 signatories sign cheques or authorise BACS payments against finance records present to council for approval, plus initial cheque stub.	Councillor to verify	Monthly
Cheque / BACS Payments	Cheques and BACS paid by RFO without consent of Council	L	H	Two signatures are required on a cheque as is counter signing on cheque stubs. 1 administrator plus 2 authorisers are required for BACS. All payments are listed and authorised each month and accompanying invoices/notes are available for scrutiny should Councillors / public wish. Cheques are numbered on Cash Book and all spoilt cheques accounted for.	Clerk/RFO / Council	Monthly
Subject	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management/ Control of Risk	Staff Action	Frequency
Grants to Parish Council.	Claims procedure	L	L	Terms and conditions of any grant received to be met as necessary and paperwork completed to meet deadlines.	As required	As required

Minster Lovell Parish Council Risk Register

Grants & donations from Parish Council.	No power to pay or no evidence of agreement.	M	L	Minute council agreement with the power used to authorise payment. New applications considered annually as part of budget setting process.	Councillors to verify	Annually
Insurance	Inadequate cover for assets and general activities. No public liability and fidelity Insurance.	L	L	Public Liability Insurance (PLI) policy in place for general activities and assets. Fidelity Insurance (FI) in place The Clerk is aware of new assets to add to policy. Policy wording is checked each year to ensure that proposed cover is adequate.	Clerk	Annual

Subject	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management/ Control of Risk	Staff Action	Frequency
Financial Records	The Council holds inaccurate or inadequate financial records	H	H	Clerk/RFO keeps full records in accordance with retentions of records advice, Councils Financial Regulations, and other regulations. Internal audit is scheduled twice a year to ensure recommended practices are being followed.	Internal Auditor to confirm	Biannual
	Sufficient information for confidence decisions to be made.	H	H	Clerk/RFO report is produced monthly and provided to Council for their approval. It includes bank reconciliation, payments made, actual income and expenditure against budget.	Council to approve	Monthly
	Loss of records	H	L	Back-ups taken on monthly basis. Scribe financial package stored on cloud	Clerk	Monthly
	Access to bank records and maintenance of bank accounts.	H	M	Online banking adheres to Online Banking Guidelines*. 1 administrator and 2 authorised signatories required for BACS payments. All Cllr's invited to be authorised signatories and have access to view statements electronically all the time.	Clerk/RFO / Councillors	Monthly
Election Costs	Increased costs not met by reserves.	M	L	Reserve funds earmarked and considered annually.	Clerk/RFO verify	As required

Minster Lovell Parish Council Risk Register

VAT	VAT analysis	H	L	All items in cash book lists	Clerk/RFO verify	Monthly
	Claimed within time limits	M	L	Agree returns submitted. VAT usually claimed quarterly. Must be claimed within 3 years of transaction.	Clerk/RFO	Quarterly
Reserves – General	Adequacy	M	M	General reserves to increase to ½ average annual precept. Consider at budget setting	Clerk/RFO & Council	Annually
Subject	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management/ Control of Risk	Staff Action	Frequency
Reserves – Earmarked	Adequacy	M	M	Reserves statement prepared by RFO for consideration and agreement by Council. Consider at budget setting	Clerk/RFO/Council	Annual and as required
Employing Contractors	Not seeking best value for money	M	L	The Councils Financial Regulations advise on protocol for seeking quotes and tenders to obtain best value for money. Any decisions must be voted for by whole Council and powers to do so are not delegated.	Clerk/RFO / Council	As required
Internal Audit	Unqualified auditor.	M	M	A qualified auditor completes interim audits up to three times a year before final audit in April.	Internal Auditor to confirm	Quarterly
External Audit	Late submission incurring fees, incorrect submission incurs fees	L	M	The Clerk diarises submission of audit. Internal Auditor assigned carries out up to 3 interim audits reducing time needed to complete final audit ready for submission to external auditor.	Internal Auditor to confirm	Annual
	Annual Return - Inaccuracies occur.	L	L	Clerk/RFO balances accounts with bank statements each month. Internal Auditor assigned carries out up to 3 interim audits plus 1 final audit checking for inaccuracies.	Internal Auditor to confirm	Annual

Minster Lovell Parish Council Risk Register

Administrative / Management Risks

Subject	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management/ Control of Risk	Staff Action	Frequency
Assets	Loss, damage etc	L	M	Annual inspection, update insurance and asset registers, Individual risk assessments if necessary.	Clerk	At least Annually
	Maintenance - Poor maintenance of assets leading to loss of value, damage or injury.	H	M	Independent annual inspection of playground equipment, responded to in line with budget. 'The Play Inspection Company' Maintenance of equipment carried out by or specialised contractor. Earmarked reserves to cover cost for asset maintenance. Monthly risk assessments carried out of play equipment.	Clerk & Caretaker	As required
Public Liability	Risk or damage to third party property or individuals	H	M	Review adequacy of Public Liability Insurance annually, regular maintenance checks, reporting of hazards. Risk Assessments for events carried out and kept as evidence.	Clerk & Council	Annually
Staff	Loss of key personnel (Clerk)	H	M	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate. Council to conduct an annual performance review in line with current contract. Back up plans in place to cover for loss of key personnel.	Chair & Clerk	Annual appraisal
	Fraud by staff	H	L	Fidelity insurance in place.	Council to review annually	Annually
Legal Powers	Illegal activity or payment	H	M	Educate Council as to their legal powers through training and review of policies and standing orders. Clerk to check legislation/advisory bodies, where necessary	Clerk	As required

Minster Lovell Parish Council Risk Register

Subject	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management/ Control of Risk	Staff Action	Frequency
Minutes / Agenda's	Accurate and legal	H	L	<p>Review and check legislation if necessary.</p> <p>Agenda planning is diarised and completed each month in good time by the Clerk and Chair. Agendas are sent to Councillors where possible via email.</p> <p>Draft minutes are circulated in advance of a meeting, agreed by Councillors during the next meeting, then signed. The signed copy is retained in the minute's book. Minutes are published online for transparency.</p>	Clerk	Monthly
Council records	Electronic records, loss and security	H	L	<p>Back-ups taken on monthly basis and copy held off site by Chair.</p> <p>Originals stored on Clerk's computer which is password protected and covered by internet security software.</p> <p>List of passwords kept in safe.</p>	Clerk	Monthly
	Security of hard copies	H	L	<p>Documents stored in Clerk's home office. Files are stored in a non-conspicuous place. Smoke detectors fitted in Clerks home.</p> <p>Archived records have historically been kept at ML Scout Hut – these need to be identified/sorted and filed correctly at WODC, this will take some considerable time to rectify.</p> <p>All hard copies of document are destroyed when no longer required.</p>	Clerk / Councilors	As required

Minster Lovell Parish Council Risk Register

Computer	Injury or harm from misuse, prolonged use	H	M	The Clerk is aware of best practice whilst using computer; posture, taking regular breaks, position of screen. A Display Screen Equipment (DSE) assessment to carried out with clerk with any issues or equipment required to be put in place.	Clerk Chair	As required
Subject	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management/ Control of Risk	Staff Action	Frequency
Password Management	Loss of password, unauthorised access by others	H	M	The Clerk is aware of best practice with password. Clerk and or Chair are to ensure with any staff changes, all passwords are changed.	Clerk & Chair	As required
Website	Incorrect info published on website & Noncompliance with required information	H	M	The Clerk is trained on what information should be present on a website; what is requisite and what shows 'quality status', although is aware what is sensitive or confidential information. Only the Clerk can update the website. The log in process is password protected.	Clerk	As required
Freedom of Information	Neglecting legislation, not recording or retaining information correctly.	H	M	The Councils has a publication scheme and keeps records in accordance with data retention guidelines.	Clerk	As required

Minster Lovell Parish Council Risk Register

Subject	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management/ Control of Risk	Staff Action	Frequency
Data Protection	Non compliance with GDPR regulations	H	M	The Council registers annually with ICO; Website regularly reviewed to comply with GDPR, ensure all members are aware of their obligations with respect to GDPR. The Clerk to ensure compliance with regard to the keeping of records. Training recommended for all councillors and staff	Clerk to keep GDPR regulations under review	As required, but at least annually
	Breaches of data protection	H	M	The Council has passwords to protect files containing personal information. Hardcopies are destroyed when no longer required. Any breach to be reported to WODC monitoring officer	Clerk	As required
Data leakage, cyber-attack, ransomware	Cyber-attack, ransomware, Loss of data, confidential data and information.	H	M	The Clerk is aware of best practice with data management, cyber risk and data loss, minimal confidential data is held. Stored sensitive information is password protected.	Clerk	As required
Members' interests	Failure to complete a declaration	M	M	New Councillors receive a link initiated by the Clerk then complete electronically a Register of Interest direct to WODC.	Clerk & Councillors	Within 28 days.
	Conflict of interest	H	M	Interests to be declared at the beginning of meetings and minuted and any conflict addressed as appropriate. Councillors to update their register as and when required.	Clerk & Councillors	As required

Minster Lovell Parish Council Risk Register

Subject	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management/ Control of Risk	Staff Action	Frequency
Fire	Risk of harm from Fire	H	H	Smoke detectors installed in Clerks home. Paper is stored away from electrical appliances.	Clerk	As required
Equipment	Malfunctioning and causing harm	H	M	To check equipment regularly for defects and to ensure it is used in accordance with guidance.	Clerk	As required
Notice Boards	Doors / hinges broken and injure someone. Smashed glass causing injury.	L	M	Notice boards are regularly inspected by the Clerk. Councillors would alert Clerk if they spotted any damage to a notice board.	Clerk, Councillors	As required