

WRIGHTINGTON PARISH COUNCIL RISK MANAGEMENT REGISTER

1 Objective at Risk: Providing Community with Opportunity to participate:

Date	Full Description Of Risk	Rating Of Risk	Responsibility	Action
May 2016	Failure to attract sufficient candidates for member vacancies	High	Members Clerk	<ul style="list-style-type: none"> - actively publicise Council activities - seek candidates amongst friends and colleagues - publicise vacancies on notice boards - publicise vacancies in Council Newsletter - publicise vacancies in local newspapers
May 2016	Failure to achieve quorum at meetings	Medium	Clerk	<ul style="list-style-type: none"> - issue annual meeting calendar to all members - issue meeting agendas promptly - maintain attendance register
May 2016	Lack of public participation at meetings	High	Clerk	<ul style="list-style-type: none"> - ensure meetings publicised on notice boards - include public participation on all agendas - ensure seating available at venue for public - provide advice for members of the public attending - publish agendas and minutes on website
May 2016	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 for Councillors and Council Personnel. - seek opinions through Newsletter
May 2016	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
May 2016	Bad publicity	High	Members	<ul style="list-style-type: none"> - have all press releases or newsletter articles reviewed by Chair or Clerk before release - avoid speaking to the press outside meetings
May 2016	Allegations of libel or slander	Medium	Members	<ul style="list-style-type: none"> - have all press releases or newsletter articles reviewed by Chair or Clerk before release - obtain insurance against possible actions
May 2016	Council decisions not implemented	Medium	Members	<ul style="list-style-type: none"> - review minutes for confirmation of action - review correspondence as necessary
May 2016	Inaccurate Minutes	Low	Members	<ul style="list-style-type: none"> - review and approve at next meeting
May 2016	Inadequate document control	Low	Clerk	<ul style="list-style-type: none"> - obtain Chair's signature on approved Minutes - retain signed minutes in minute book - maintain back-ups of all computer records - retain all records for required legal period

2 Objective at Risk: Providing such services as the Community wishes.

Date	Full Description Of Risk	Rating Of Risk	Responsibility	Action
May 2016	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

				<ul style="list-style-type: none"> - use questionnaires, where appropriate, to identify local wishes - publicise plans and invite comments - review local papers, especially correspondence sections

3 Objective at Risk: Compliance with Laws and Regulations.

Date	Full Description Of Risk	Rating Of Risk	Responsibility	Action
May 2016	Inadequate awareness of relevant legislation	Very High	Members Clerk	<ul style="list-style-type: none"> - recruit suitably qualified staff - prepare comprehensive job description - attend available training courses - attend relevant conferences - maintain reference library - join NALC / LAPTC and use advice services - liaise with officers at District Council as appropriate - liaise with officers at County Council as appropriate - attend available training courses (especially CiLCA) - attend relevant conferences - maintain reference library - join SLCC and use advice services - subscribe to relevant magazines and journals - liaise with other clerks - liaise with officers at District Council as appropriate - liaise with officers at County Council as appropriate - seek advice when in any doubt
May 2016	Failure to comply with relevant legislation	High	Members Clerk	<ul style="list-style-type: none"> - periodically review all activities to ensure ongoing compliance - check legality of any decision when in doubt - maintain records of all decisions taken and cross reference to relevant legislation
May 2016	Failure to recognise and address conflict of interest	Medium	Members	<ul style="list-style-type: none"> - obtain and review Code of Conduct - complete and sign 'Declaration of Interests' form - if in doubt, seek advice

4 Objective at Risk: Control over fixed assets.

Date	Full Description Of Risk	Rating Of Risk	Responsibility	Action
May 2016	Failure to maintain fixed asset register	Low	Clerk Members	<ul style="list-style-type: none"> - maintain and update fixed asset register - periodically review fixed asset register
May 2016	Burglary to office (Clerk's Home)	Medium	Clerk	<ul style="list-style-type: none"> - ensure access to office equipment and documentation is limited and secure. - maintain appropriate insurance
May 2016	Fire damage to office	Low	Clerk	<ul style="list-style-type: none"> - ensure all office equipment is turned off when not in use. - ensure a suitable fire extinguisher is Available.
May 2016	Accidental damage to fixed assets	Medium	Clerk	<ul style="list-style-type: none"> - obtain adequate insurance cover

May 2016	Vandalism to fixed assets	Medium	Members and Clerk	<ul style="list-style-type: none"> - implement regular asset inspection - implement scheduled maintenance programme - have playground equipment checked quarterly by qualified person - proceed with repairs following inspections - have playground equipment checked annually by RoSPA. - obtain adequate insurance cover
May 2016	Loss to third parties/members of the public/Council members/Parish Council Personnel	Medium	Members and Clerk	<ul style="list-style-type: none"> - regularly inspect all fixed assets from health & safety viewpoint - obtain adequate insurance cover - check insurance cover held by contractors working on council owned assets

5 Objective at Risk: Control over funds

Date	Full Description Of Risk	Rating Of Risk	Responsibility	Action
May 2016	Failure to calculate / submit precept request on time	High	Members	<ul style="list-style-type: none"> - confirm submission dates with District/Borough Council - prepare draft budgets in adequate time - prepare and submit precept request in adequate time
May 2016	Failure to maintain proper accounting records	High	Members Clerk	<ul style="list-style-type: none"> - recruit suitably qualified Clerk - prepare comprehensive job description - periodically review accounting records - review reports from internal and external auditors - prepare and have approved accounting system - maintain all records up to date
May 2016	Failure to account properly for income	Medium	Members Clerk	<ul style="list-style-type: none"> - receive and review all reports of all income received - bank all cash income immediately - advise Council at next meeting of all receipts
May 2016	Failure to account properly for expenditure	Medium	Members Clerk	<ul style="list-style-type: none"> - review annual budget calculation - periodically review expenditure against budget - inspect and authorise all invoices - restrict cheque signing authority to no more than 3 Signatories - periodically review bank reconciliations - enter all invoice details into cash book immediately - maintain adequate analysis of all payments made - cross reference payments to invoices - list all payments due at each meeting
May 2016	Failure to account for and recover VAT	Low	Clerk	<ul style="list-style-type: none"> - maintain separate record of VAT paid - submit completed claim to HMRC annually
May 2016	Failure to stay within agreed budgets	Medium	Clerk Members	<ul style="list-style-type: none"> - maintain properly records of all payments - assess payments against budgets - periodically review variance analysis
May 2016	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
May 2016	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 that accounts are prepared in adequate time for submission
May 2016	Fraud by Clerk	High	Members	- recruit suitably qualified Clerk, after checking references as appropriate - periodically review accounts - periodically review bank reconciliations - receive and review reports by internal and external auditors - obtain adequate insurance cover
May 2016	Fraud by Members	Medium	Clerk	- restrict access to cheque books - review and reconcile bank accounts on receipt
May 2016	Failure to achieve best value	Low	Members	- periodic review of banking arrangements to secure best possible terms and conditions - ensure that there is a documented purchasing policy - issue tenders of all major purchases

5 Objective at Risk: Safety of Members, Members of the Public and Parish Council Personnel

Date	Full Description Of Risk	Rating Of Risk	Responsibility	Action
May 2016	Personal injury or damage to member(s) of the public or their property arising from defect/s in Council Property	Medium	Members And Clerk	- regularly inspect all fixed assets from health & safety viewpoint - obtain adequate insurance cover - check insurance cover held by contractors working on council owned assets
May 2016	Compensation claim by employee or member in respect of personal injury sustained in the course of his/her employment or Council related activity	Low	Members and Clerk	- given nature of Clerk's and members' Responsibilities and duties insurance Cover will mitigate the low risk

5 Objective at Risk: Control of Village Halls, Security and Safety

Date	Full Description Of Risk	Rating Of Risk	Responsibility	Action
May 2016	Personal injury or damage to village hall users and member(s) of the public arising from defect/s in Council Property, slips, trips or falls within the Village Halls or on the Car Parks	High	Members and Clerk to make checks/inspections or, authorise a suitably qualified contractor/specialists to undertake the inspections	- regularly inspect all fixed assets from, interior and exterior, from health & safety viewpoint - ensure adequate lighting is available in all rooms and corridors in the village halls and on the car parks. - regularly check and ensure the surface of the car parks are maintained and even. - where possible make available parking space for visitors with disabilities close to the entrances to the village halls. - mats/carpets are in entrance ways to prevent rain water being carried into the halls. - All corridors remain clear and clutter free - Users are informed (via their hire agreement) to clear up spillages immediately and remove all rubbish and debris from the hall when they vacate. - obtain adequate insurance cover.
May 2016	Pedestrians could be injured by vehicle movements on entering and	High	Members and Clerk	- ensure that entrance/exit is clearly identifiable - ensure that adequate lighting is installed

	exiting the car park			- for large events provide controlled parking measures
May 2016	Use of electrical equipment and central heating systems by Members, Clerk, Village Hall users and visitors	High	Members and Clerk	<ul style="list-style-type: none"> - Ensure all electrical items are PAT tested by a qualified electrician Annually - ensure that there are no trailing electrical leads or cables - ensure that village hall users are advised (via their hire agreement) that any electrical items brought into, and plugged into the village hall mains supply, must be PAT tested. - all fixed installations and electrical repairs must be undertaken by a qualified electrician. - Members and village hall users (via their hire agreement) must be informed that they must not attempt to change light bulbs, climb on furniture, fixtures or fittings nor tamper with security or emergency lighting or the village hall central heating system. All such items should be reported to a Parish Council Member, the Clerk to the Council, the Village Hall Booking Secretary or Treasurer, for action - ensure central heating systems are maintained, serviced and repaired annually -check insurance cover held by contractors working on council owned assets.
May 2016	The cleaner and other village hall users may suffer skin irritations and eye damage from contact with cleaning chemicals and other hazardous substances including breathing problems associated with vapours from some substances	High	Members and Clerk	<ul style="list-style-type: none"> - cleaning products must be stored safely and securely - cleaner must be instructed to follow all the instructions on all products and equipment used. - cleaner must use rubber gloves at all times when using cleaning products to prevent skin irritation - products which produce vapours must be used in well ventilated rooms only.
May 2016	Personal injury caused by stored equipment	Medium	Members and Clerk	- ensure that all stored equipment such as chairs and tables, are stored in an orderly manner, not stacked too high, are stored on the appropriate storage trolley, in the specified cupboard. Room or boxes.
May 2016	Members and village hall users may be at an extremely low risk from asbestos	Low	Members and Clerk	<ul style="list-style-type: none"> - check whether the halls contain asbestos - should asbestos be present, make a note of its location and put up signs to indicate its presence and that it should not be disturbed - damaged asbestos must be removed by specialist contractors
May 2016	Risks to Members, Clerk, Village Hall users and Visitors associated with Fire	High	Clerk and Members	<ul style="list-style-type: none"> - ensure fire safety regulations are satisfied by: - checking emergency lighting and emergency exits regularly to ensure that they are fully functional and accessible at all times. - check fire alarms are installed and fully functional - ensure an annual inspection and requisite maintenance is carried out of fire extinguishers and fire blankets - display details of fire assembly points -create a policy and emergency plan to cover fire safety and display in the village halls