Risk Plan and Register

Langford Parish Council

Adopted by Council – 13th May 2019

Review by 1st June 2021

Langford Parish Council   Risk Register

RISK	PROBABILITY	Impact	Mitigation	Control	Responsibility
Financial Loss due to Banking error or failure to complete statutory returns leading to loss of interest or penalties being imposed	Medium Has occurred historically	Reduction in the Councils financial resources	Regular Monitoring and review	Monthly review and reconciliation of both costs and income to bank account Compare and review to forcast monthly budget process Periodic review of banking arrangements to achieve best value	Clerk and Chair of Finance Committee Quarterly Review by full council and all forcasts and actuals published on web site
Loss of monies due to fraudulent action by employee	Low Independent monthly review in place	Reduction in the councils financial resources	All cheques signed by 2 councillors all expenditure approved by council monthly review and reconciliation in place	See above	Clerk Chair of Finance Committee
Damage to Council property by 3rd Parties	Medium All assets are fixed and for public use	Unplanned repair costs	Covered by the Councils insurance policy	Ensure adequacy of cover cctv security in place at key sites Maintain assets in good condition	Clerk Councils delegated committees
Personal injury/damage to members of the public or their property arising from defects in Council property	Low Council property comprises fixed installations	Claims for compensation	Covered by the Councils insurance policy	As above	Clerk Council's delegated committee's
Personal injury to councils employees	Low given the nature of employee's duties	Compensation claim	Covered by the councils insurance policy	As above	Clerk Chair of Personnel
Loss of cash/cheques	Low Receipts rarely in cash and cheques low volume Precept and VAT are direct to bank	Reduction in the council's financial resources	Prompt payment into bank Council's finance procedures	Monthly reconciliation in place	Clerk Chair of Finance Committee
Compensation claim resulting from negligent act or accidental error or omission by the council or its employee	Low given the limited activities of the council	Compensation claim	Covered by the councils insurance policy	Adequate cover maintained Ensure council decisions are supported by professional advice where appropriate	Clerk Council
Actions against the council for libel or slander	Low Fully transparent conduct of the council operating to codes of conduct and standing orders	Compensation Claim	Risk not insured given the procedures in place	Members awareness conduction of meetings and reports	Chairman Clerk
Failure to represent the community interest adequately in relation to matters likely to impact significantly on the parish	Low Parish Council well established with stake holders and residents	Reduction in local facilities Missed opportunities to benefit from external funding and support	Council recognised by other agencies for consultative input Constant liaison with local authority officers Membership of extra curricular committee's to promote the village	Agenda item at Council meetings with formal report backs	Committee Chairs Clerk