

COLLINGHAM Parish Council - Risk Register

ADOPTED 9 MAY 2024 - to be reviewed November 2024

NOTE: Central Authority relates to any of the following - Newark & Sherwood District Council, Nottinghamshire County Council and Central Government

ID	Risk	Management / Control of Risk	Impact	Likelihood	Overall rating	Action
1	Funds placed with a single financial institution	Collingham Parish council places funds with a single financial institution namely NatWest bank. Should the institution fail then all the funds are at risk of loss. Refer to the Financial crash of 2008 when Lloyds TSB were within 24 hours of collapse.	Medium	Medium	Medium	Additional S106 & CIL monies received have resulted in an excessive amount being with one financial institution. This has been reviewed and addressed April 2019. Investment with CCLA is now set up.
2	Financial controls over internet banking are inadequate	The Parish Clerk has full authority to move funds over the internet using internet banking (for 1 account only). This puts Collingham parish council funds at risk of loss through fraud.	Low	Low	Low	Accept the risk as Financial Controls have been strengthened with the move to Unity Trust Bank and CCLA and systemic controls that this offers
4	Council may not adequately understand the accounts they are asked to approve	Members of the parish council may not fully understand the financial information they are being asked to approve on a monthly basis. Although every effort is made to clarify points when they arise there may still not be sufficient knowledge to be able to approve with the fullest understanding. This means that matters could be approved incorrectly	Medium	Low	Low	Accept risk, there is enough diversity of skills and knowledge within the council so that a sufficient number of people do have the necessary knowledge
5	Budgets are insufficient to carry out Parish Council duties	There maybe insufficient money to carry out essential Parish Council duties. Due to the constantly changing nature of grants and moneys being made available and withdrawn by central authority it is difficult for the council to keep on top of what they can claim for. In addition Central authority is constantly reviewing the amount of funds it makes available to the parish councils but asking more of them.	Medium	Medium	Medium	Maintain relationship with NALC Table risk at future meeting to determine if any further action required Continue to monitor budget
6	Council Paper Records - Loss through theft, fire or damage	Archive material kept securely at Nottinghamshire Archives. Current working documents kept by clerk. Accounts kept in the hub for 6 years (no pension) or 12 years (auto enrolment), after which all records, except the annual return will be securely destroyed	Medium	Low	Low	
7	Council Electronic Records - Loss through theft, fire, damage or virus	Electronic copies of documents kept on laptop and backed up onto the Cloud. Anti-virus software installed, operational and kept up to date.	Medium	Low	Low	
8	Assets - Loss or damage	An asset register is maintained and insurance is held at the appropriate level for all items. Regular checks are carried out on all assets and the Council undertakes regular inspections of assets.	Medium	Medium	Medium	
9	Insurance - Adequacy, Cost, Compliance and Fidelity Gurantee	An annual review is undertaken of insurance arrangements. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Clerk liaises with insurance company and Council to ensure the cover is appropriate and conditions are met to ensure compliance.	Medium	Low	Low	
10	Clerk - Loss of Clerk	All documents saved on the Council laptops and backed up online. Employment of Assistant Clerk allows for sharing of knowledge. All critical logins kept in a sealed envelope in the cabinet in no. 71.	Low	Low	Low	
11	Members Interests - Failure to disclose interests	Members are required to disclose interests at the meeting and declare these on the interests form, as per regulations - failure to do so can result in a fine.	Low	Low	Low	
12	Actions taken - ensuring decisions and actions are legal	Clerk and Cllrs attend regular training, which is provided for in the budget. Council has access to support and information including on new legislation. Standing Orders and Financial Regulations govern council processes and are regularly reviewed to account for changes in law. Clerk to take further advice and check legality of decision if council is unsure. SLCC / NALC membership is maintained.	Medium	Low	Low	More availability of online training is providing greater opportunities to ensure knowledge is kept upto date
13	Health and Safety - Council Activities	Risk assessments to be carried out for any new activities and events, as per the council's Financial Regulations. Public liability insurance is held.	Medium	Low	Low	
14	Trees	The council has in place a tree management plan, which includes an annual inspection of all trees and is updated accordingly. Remedial work is carried out when required.	Medium	Low	Low	
15	Actions taken/not taken by the Council, not being supported by the Community	Council to carefully consider any services or commencing additional services and provide community access to information (website/social media) regarding the Council's activities.	Medium	Low	Low	Accept the risk, and manage it as far as possible as it is not possible to please everyone all of the time
16	COVID-19	Regularly review the government guidelines and update policies/procedures etc as appropriate for public spaces for which the Parish Council is responsible	Medium	Medium	Medium	Hand sanitisers at the community park removed completely in September 2021 due vandalism to all 3 boxes and dispensers - no requirement to provide them
17	Safety and Security of email	The Parish Council accepts the risk - maintain up to date virus software on all devices	Medium	Low	Low	