Brilley Parish Council

Risk Register and Actions

Review date: by September 2026

Risks below have been assessed using the Risk Matrix. Actions and evidence of actions to address the risk are given.

LIKELIHOOD			
Highly likely (3)	Medium (3)	High (6)	High (9)
Possible (2)	Low (2)	Medium (4)	High (6)
Unlikely (1)	Low (1)	Low (2)	Medium (3)
	Negligible (1)	Moderate (2)	Severe (3)

IMPACT

Service Area	Risk	Risk score	Recommendation/Action	Evidence of action	Risk score following action	Compliance
Insurance	Claim by member of public against council	3	Public Liability cover of £10 million any one event	Standard cover in insurance schedule	1	√
	Claim against the council by employee, councillor or volunteer	3	Employers Liability cover of £10 million any one event inclusive of costs	Standard cover in insurance schedule	1	√
	Theft or loss of parish council money	2	Cover of £250,000 for non-negotiable money and loss of other money in transit £1,000, in a private residence of member or employee £250	Standard cover in insurance schedule. Employee very infrequently holds sums of less than £500 when paying in	1	√
	Claim by Clerk for damage at home of council material	6	All risks – office contents at Clerk's home cover of £2,500	Standard cover in insurance schedule. In excess of cost of office items for parish	4	√
	Theft or loss of parish council property	1	No property insured. Street furniture to be added as required	Review regularly	1	√
	Dishonesty by employee, councillor or volunteer	2	Fidelity guarantee cover of £25,000	Standard cover in insurance schedule. In excess of turnover for parish council	1	√

	Claim for libel or slander by member of public	2	Cover of £250,000	Standard cover in insurance schedule. Adequate in view of risk of litigation	1	√
	Personal accident to employee, councillor or volunteer on council business	4	Cover of £500,000 any one person and £2 million any one incident. Weekly sum £100	Weekly sum in excess of weekly salary	2	√
	Cost of legal expenses if sued	3	Cover of £100,000	Adequate based on assessment of potential legal costs	1	√
Administration	Business interruption – loss of data	4	Cover of £500	Adequate based on likely costs	2	√
	Loss of data on PC	6	Continue regular back up of data and continue virus protection on PC	Backups on external hard drive. Stored in separate building	2	√
	Loss of service of Clerk, inability to continue work of council	6	Immediately advertise vacancy if permanent loss	Clerk's service record. Cost of cover for temporary Clerk from reserves, not covered by insurance. Agreement with a local Clerk to support each other with cover if the event should occur.	2	√
	Incorrect payment arrangements	1	Requirement to report all gross payments to Council for approval. Continue with requirement to initial cheque stubs (if any) and authorise online BACS or internet transfer	Agendas and minutes. Cheque stubs (if any) Councillors to initial any invoice/paperwork	1	Addition due to adopting online banking
	Incorrect reconciliation	1	Full bank reconciliation in accounts report to Cllrs at every meeting when payments made	Accounts presented at meetings, as appendix to minutes with financial items on agenda of meeting	1	√
	Agency advice not available when required	3	Continue membership of HALC and SLCC	Receipt of subscription	1	√
Precept	Annual precept not the result of proper detailed consideration	2	Continue with budget consideration by Financial Advisory Working Group, followed by full Council	Notes of FAWG and full council minutes	1	√
	Inadequate monitoring of performance	3	Continue with budget report of receipts and payments against budget at each meeting, including variance between budget and actual	Budget reports and reconciliation	1	√

	Illegal expenditure	6	Continue to ensure that all expenditure is within legal powers	Knowledge of law kept up-to-date by Clerk and councillors	2	√
Accounting	Non-standard and/or non-compliant records kept	3	Continue to require adequate, complete and statutory financial records and accounts	Records and accounts	1	√
	Non-compliance with statutory deadlines for completion/approval/ submission of accounts and other financial returns	3	Continue to ensure that all accounts and returns are completed and submitted by the deadlines	Paperwork with submission dates	1	√
	Non-compliance with internal audit process	3	Appoint suitable internal auditor for end-of-year audit to ensure exemption from External Audit suitable	Appoint appropriate Internal Auditor	1	√
	Lack of opportunity for public oversight of accounts	3	Continue to publicise accounts for general inspection	Accounts published as required	1	√
	Lack of up-to-date Financial Regulations and employment policies	3	Continue to review policies at least annually or when changes in legislation occur. Policies to comply with GDPR	Review of policies in line with GDPR	1	√
Contracts	Ensure continued value for money in tandem with continuity of work	2	Ensure quote or tender process is used in line with adopted Financial Regulations	Notes of quote or tender process in the minutes	1	√
Assets	Loss of assets (not correctly recorded on Asset Register)	1	Continue with review of Asset Register by Financial Advisory Working Group at least annually or following addition/deletion of assets	Notes of FAWG	1	√
GDPR	Data breach	6	GDPR and data management policies	Adopted policies Access Data Protection Officer if breach identified. Use of.gov.uk email addresses for PC business, blind copy of personal addresses if email to more than one person	2	√

Date adopted by Brilley Parish Council:

Signed: *Alasdair Stevenson*

Chair, Brilley Parish Council