Key 12-Apr-24

Highly Likely	3	6	9
Possible	2	4	6
Unlikely	1	2	3
	Low	Medium	High

Probability

Impact

Risk Management Register 2024-25

Risk	Impact	Impact	Probability	Risk Rating	Mitigation Measures	Responsible Person
Assets						
Protection of physical assets	If a physical asset is damaged or stolen	3	1	3	All Assets are recorded on the Asset register	Clerk, F&C
					All buildings and major items are insured with Hiscox Insurance Company Ltd through our broker Arthur J Gallagher. Policy 3108622	Clerk
					Excess is £250 for each and every loss, with a special excess from Losses from subsidence £1000 each and every loss.	Clerk
					Triennial review of insurance from 1 October 2023 to 1 Oct 2026	Clerk
Security of buildings, equipment etc	What if something untoward should occur.	2	2	4	Keys to the office held by Clerk, Deputy Clerk, Finance and Communications Clerk and the Chair of Services.	Clerk, Deputy Clerk, F&C and Chair of Services
					Fire equipment serviced annually by Chubb Ltd	Clerk, Deputy Clerk
					All play area equipment is located in the 5 designated recreational areas. Checks are done on regular weekly basis and annually inspected by ROSPA.	Deputy Clerk, Handyman
					Crime reports are reported to Thames Valley Police for all criminal damage.	Clerk, Deputy Clerk
Maintenance of buildings etc	Checks made on a regular basis and dealt with through appropriate action.	2	1	2	Office redecoration every 7 years as per lease.	Clerk
					Other maintenance as required, annual boiler and security door service.	Clerk, Deputy Clerk
					Electrical equipment checked and PAT Tested every year.	Clerk
					Street lighting checked by maintenance contractor	Deputy Clerk
					The Cricketfield Bungalow is privately let and managed by Frost's and annually inspected.	Clerk
Finance						
Banking	Bank Issues that might affect our own circumstances	1	2	2	Funds are invested within FCA guarantee limit of £85K across numerous banks and building societies.	Clerk, F&C, Chair and Vice-Chair of Finance

Risk	Impact	Impact	Probability	Risk Rating	Mitigation Measures	Responsible Person
Risk of consequential loss of income	Loss of service to our residents	4	1	4	Insurance in place to cover loss of income and relocating office.	Clerk, Deputy Clerk, F&C and Chair of Council
					Important documents such as leases kept under lock and key in a fire protected safe.	Clerk
					Complete electronic back up of all data on cloud.	Clerk, Deputy Clerk
Loss of cash through theft or dishonesty	Always a risk if cash is kept on-site	1	1	1	No cash kept on-site, transactions done through BACS payments.	Clerk, F&C
					Any cheques received are paid into the bank.	Clerk
					Monetary cash is minimal.	Clerk
Financial controls and records	Potential risk but tight financial controls minimise that risk element.	2	1	2	Monthly reconciliation prepared by Finance and Communications administrator and Clerk (RFO) and accounts checked by Chairman of Finance committee and reported to Council.	Clerk, F&C and Chair of Finance

Finance (Continued)

Risk	Impact	Impact	Probability	Risk Rating	Mitigation Measures	Responsible Person
Financial controls and records	Potential risk but tight financial controls minimise that risk element.	2	1	2	Two signatures (Chairman, Vice-Chairman of the Council, Chairman and Vice-Chairman of Finance) required on cheques or BACS payments a/c.	Chair and Vice-Chair of Council, Chair and Vice-Chair of Finance
					Internal and External audit. See Financial Regulations for details.	Clerk, F&C, Chair of Finance
Comply with HM Revenue & Customs Regulations	HM Revenue & Customs would carry out further investigations.	1	1	1	Finance managed by EDGE financial monitoring system.	Clerk, F&C
					VAT payments and claims calculated by the Finance and Communications administrator and RFO.	Clerk, F&C
					Checked monthly by Chairman of Finance Committee.	Chair of Finance
					Checked annually by Internal Auditor.	Clerk, F&C
Sound budgeting to underline annual precept.	Chairs and Vice-Chairs of standing committees to review budget for new municipal year.	2	1	2	Spending committees prepare detailed budgets in the late autumn.	Chairs and Vice-Chairs of all standing committees
					The precept is derived from this by the Finance committee in November and is agreed at the January Parish Council meeting.	Clerk, Chair of Finance, Council
					Expenditure and income against budget reported to Full Council monthly.	Clerk, F&C
Complying with borrowing restrictions	No loans secured currently	None	None	None	No borrowing contemplated at present.	Clerk, F&C

Liability

Risk to third party, property, or individuals	It is the unknown issues/risks that need to be assessed/evaluated.	3	1	3	Insurance in place with Hiscox Insurance with Public Liability cover of £10M.	Clerk, Chair of Finance, Council
					Open spaces checked regularly by Handyman.	Deputy Clerk and Handyman
					Risk assessments of individual events are carried out when necessary.	Clerk, Deputy Clerk
					Parish Council Health and Safety policy in place, reviewed annually. Accident Record Book kept in Parish Office.	Clerk, Deputy Clerk
					Outside contractors to have and provide copy of adequate public liability insurance.	Clerk, Deputy Clerk
					Outside electrical contractors to be members of NICEIC.	Clerk, Deputy Clerk
Legal liability as consequence of asset ownership	Making sure assessments are carried out to lessen any potential risk.	3	1	3	Insurance in place through Hiscox Insurance Company Ltd.	Clerk
					Yearly check by RoSPA of playgrounds.	Deputy Clerk
					Annual boiler and electrical inspections at Cricket Field bungalow.	Clerk
Interruption of Business						
Interruption of Business in case of destruction of office and/or illness or unavailability of Clerk	The unknown risk has to be evaluated as they arise.	3	2	6	See Basic and Emergency Procedures document in possession of Clerk, Finance and Communications administrator and Chairman.	Clerk, F&C, Chairman of Council
					Meeting rooms available elsewhere in the parish.	Clerk, Deputy Clerk
					All staff to work from home using cloud based system if necessary (dependent on a pandemic situation arising i.e. COVID-19).	Clerk
IT Cyber Security	The unknown risk of unauthorised individuals trying to obtain data through malicious means of hacking our computer system.	2	2	4	Our IT systems are protected by Dr Tech, who are our IT consultants that manage our IT infrastructure.	Clerk
Password Control for individual councillor tablets	Cllrs may wish to change their passwords to access their Tablets	2	2	4	User ID Password Control to remain with DPC Office.	Clerk

Employer Liability

Risk	Impact	Impact	Probability	Risk Rating	Mitigation Measures	Responsible Person
Comply with Employment Law	To have the necessary processes in place to lessen any impact.	1	1	1	Membership of various national and regional bodies including NALC, BMKALC and SLCC.	Clerk, F&C
					All staff have formal written contracts of employment.	Clerk
Comply with HM Revenue & Customs requirements.	To have the necessary processes in place to lessen any impact.	2	1	2	Clerk checks updates and advice received.	Clerk
					Internal and External auditor carry out annual checks.	Clerk, F&C

Safety of staff and visitors	To have the necessary processes in place to lessen any impact.	2	1	2	Parish Council Health and Safety policy in place.	Clerk
					Checks on Fire Equipment carried out annually by Chubb Ltd.	Clerk
					Checks on CO^2 alarm carried out by Clerk annually.	Clerk
Staff working alone	Potential risk of working alone	2	2	4	See separate Lone Worker policy document.	Clerk
					Solo Protect system was introduced in 2016 to include 'man down' protection.	Clerk, Deputy Clerk
Legal Liability						
Ensuring activities are within legal powers	Checking when necessary	2	2	4	Clerk clarifies legal position on any new proposal if required.	Clerk
					Legal advice from NALC, SLCC, BMKALC or other bodies sought where necessary.	Clerk
					Freedom of Information Act complied with.	Clerk
					Local legal firm IBB is our preferred advisor on technical legal matters, Denham based Frazine Johnson to offer legal support.	Clerk
Proper and timely reporting via the minutes	To ensure timely and accurrate minutes are taken.	2	1	2	Parish Council meets monthly except August and receives and approves minutes of all committee meetings held.	Clerk, Deputy Clerk and Council
					Chairman signs approved minutes which are then bound.	Chairman of standing committees
					Minutes made available to press and public at the Council office and via the website.	Clerk, Deputy Clerk
Proper document control	Documents to be kept for public record. Part I documents can be shared with members of the public. Part II are by their very nature are Confidential and can only be shared with Council members.	2	1	2	Original leases and other important documents stored under lock and key.	Clerk
					Paper copies kept in normal office files.	Clerk, Deputy Clerk
					Scanned documents saved on computer and backed up in Cloud and on-site.	Clerk, Deputy Clerk
					Old confidential documents no longer required are shredded, not put into waste.	Clerk, Deputy Clerk
Councillors Propriety						
Register of Interests and gifts and hospitality in place.	Individual risks may arise if the members interest form is not completed within 28 days after becoming elected.	2	1	2	Register of interest completed and held at Buckinghamshire Council (this is the responsibility of individual members).	Clerk
					Code of Conduct adopted.	Clerk
					Updates on standards matters from Buckinghamshire Council Monitoring Officer circulated regularly.	F&C
					No gifts are to be received by any Councillor.	Clerk

Low level 1-2 scoring
Medium level 3-4 where is has to be constantly monitored to reduce risk
High Level Risk 6 when items have to be stopped and the risk level reduced.

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