

RISK REGISTER 2017-18

No.	SUBJECT AND RISK	Committee or person	Impact (H or L)	Likelihood of problem (H or L)	Priority for action plan
Financial risks					
	The PC has insufficient General Reserves so is at risk of bankruptcy if Precept is not paid on time.		H	L	In place
	The PC has insufficient money ring-fenced in Maintenance Reserves		H	M	
	Insufficiently rigorous banking controls		H	M	In hand
	The PC does not have a maintenance plan because it does not have an up to date Asset register		H	M	In hand
	Failure to record financial transactions properly at all stages.		M	L	In hand
	Risk of Council not being able to carry out its business due to unforeseen circumstances. (Business continuity plan)		H	L	Needed
	Council runs out of money before the end of the FY due to inadequate financial control.		H	L	Rigorously monitor
	Risk of impact on Parish Precept due to SCDC and CCC unable to perform their delegated tasks.		H	H	Long term need
	Loss of cash or income through theft or dishonesty		L	L	In place
	Lack of knowledge of council assets and responsibilities leads to inadequate insurance cover.		L	L	
	Claims made on insurance due to accidents in, on or around Council property (includes maintenance of public open spaces)		H	M	Needed

MELBOURN PARISH COUNCIL

Doc. No. 4.20
Review date: February 2018

	Council does not follow proper procedures for audit and publication of the Annual Return and Governance Statement.		H	L	In place
	Payroll and pensions errors lead to financial loss		H	L	In place
	Damage or loss by fire, weather or vandalism of council assets (ie how are they protected?; includes IT)		H	H	Needed
	Lack of financial controls when appointing contractors		H	L	In hand
	Lack of monitoring of contractors leads to not getting the service that has been paid for		H	M	In hand
	Non-payment of income from rents, burial fees, etc		H	M	
	Non-payment of community grant money		H	L	
Non-financial risks					
Staffing					
	The PC does not have the correct balance of staff to enable the work of the Parish to be carried out effectively		H	M	In hand
	Breach of employment laws due to lack of knowledge		H	L	
	Injury to staff through lack of H&S procedures and training		H	M	Needed
	Loss of business continuity due to long term absence or loss of a member of staff		H	M	
Information					
	Information is not easy to find and/or readily accessible on the website so the public is not as well-informed as they should be.		L	L	In hand
	Electronic and paper record keeping is not integrated so there is not a single evidence trail for an item/issue (Do we have it? Can we find it? Is it backed up?).		M	L	In hand
Governance					
	As a consultee of the planning process, failure to respond to planning applications within the statutory time or to give reasons for decisions which are based on material planning considerations.		L	L	
	Inadequate governance arrangements lead to poor and/or unlawful decision making		H	L	In place
	The council does not handle personal data correctly due to a lack of knowledge		L	L	

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