

CHARNEY BASSETT PARISH COUNCIL - RISK REGISTER

2023-24

Risk Area	Control Procedure	Monitoring Process	Responsibility	Further Action Required	Review Date
Governance					
Inability to make decisions (5 Cllrs. required: 3 to be quorate)	Cllrs. elected every 4 years or by co-option if necessary	Cllrs. To notify Chairman of intention to resign asap. Cllrs. appointed to posts that align to their interests.	Cllrs. Clerk	Stimulate residents' interest in becoming a Cllr. through articles about PC in Charney Chatter	bi-monthly
Loss of Clerk (resignation)	Period of notice stipulated in Statement of Employment. Ensure effective recruitment process.	Regular meetings between Clerk and Chair	Chair	Discuss intentions regarding contract extension before expiry on 1 April 2024	Oct-23
Loss of Clerk (unexpected)	Effective monitoring of duties as far as possible.	Regular meetings between Clerk and Chair	Chair Cllrs.	Chair to be copied into on-going relevant email correspondence	fortnightly
Loss of Finance Officer	Job Description; Letter of Appointment (April 2022)	Regular Meetings with Clerk and information exchange by email	Clerk; Chair		quarterly
Complaint against Council decision	Effective and up to date Standing Orders + training budget.	Minutes record reasons for decisions and procedure used (where relevant)	Clerk	Cllrs. to be encouraged to take up OALC training opportunities. Review Standing Orders to take a/c of NALC 2022 template	bi-monthly
Complaint against Cllr.	Effective and up to date Standing Orders and Code of Conduct	Interests declared in Register and at meetings where necessary. Code of Conduct to align with VoWHDC.	Clerk Cllrs.	Respond to any changes to VoWHDC Code of Conduct	bi-monthly
Complaint against Clerk	Up to date Job Description and Contract. Complaint Procedure in Standing Orders. Keep up to date with relevant legislation etc	Annual Performance Review	Chair Clerk	Performance Review undertaken March 2023: next due March 2024	bi-monthly
Failure to identify risks	Up to date Risk Register	Risk Register reviewed regularly	Clerk		annual
Operational					
Loss of data (meeting, communication and financial)	Electronic data backed up. Paper records securely filed.	PC Laptop backed up on memory stick. Secure filing cabinet.	Clerk	Consider value of investing in McAfee (or similar) software to reduce risk of hacking	monthly
Loss of historic records (e.g. property) with no electronic equivalent	Store in secure facility (e.g. Berks archive) in line with archive policy	Maintain adequate record of whereabouts of documents	Clerk	Full audit of documents required (Dec 2023). Archive Policy to be drafted/approved.	annual

Injury to personnel	H&S requirements flagged in Clerk's JD and Group ToRs	Incidents recorded and reviewed. Maintain employment insurance.	Clerk Volunteers	Remind Charney Army of requirement to Risk Assess tasks	annual
Harm to third parties from PC actions	H&S requirements flagged and risk assessed in advance where appropriate	Incidents recorded and reviewed. Maintain public liability insurance	Clerk Volunteers		annual
ineffective use of resources (resulting in non-achievement of aims)	Aims and objectives kept up to date in tandem with budget setting	Key decisions taken at open PC meetings	Clerk Cllrs.	Objectives reviewed at AGM	annual
<u>Financial</u>					
Failure to secure adequate funding	Future spending and anticipated income identified prior to start of each financial year (normally January)	Precept requirements identified together with all possible income sources (incl. grants)	Clerk		annual
Failure to control costs	Spending to accord with agreed budget unless agreed otherwise at PC meeting	Regular monitoring reports to PC	Clerk		bi-monthly
Failure to maintain adequate reserves	Reserve Policy included in Financial Regulations	Balance reviewed at PC meetings	Clerk		bi-monthly
failure to comply with statutory requirements (incl. S.137 limit)	Maintain up to date Financial Regulations	Transactions independently verified and reported. Scrutiny process agreed annually. Awareness of up to date S.137 limit.	Clerk Auditor	Review CBPC Regs to take a/c of NALC 2019 (latest) template	bi-monthly
Loss of Internal Auditor leads to need to submit end of year accounts to external auditor (cost £200+)	Appointment letter containing scope of role and length of appointment	Maintain regular contact with Internal Auditor through meetings, email etc	Clerk; Finance Officer	Review appointment letter March 2024	at least bi-annual
Unexpected financial loss (theft, dishonesty etc)	Finances held in secure bank and expenditure authorised by 2 Cllrs.	All transactions reported to PC meetings and process scrutinised by internal audit	Cllrs. Internal Auditor	Sign up 3rd Councillor to authorise payments	bi-monthly
<u>Assets</u>					
Inadequate maintenance of property	Maintenance of Asset Register and provision of adequate finance	periodic inspections and response to public concerns	Clerk Cllrs.	Asset Register reviewed for May Committee to take account of OALC advice on method of valuation for AGAR (audit)	annual
Inability to respond to unexpected damage	Maintenance of adequate insurance cover	Insurer provided with up to date Asset Register	Clerk		annual
Loss of village hall as village asset	CHAFT Constitution	PC representation on CHAFT. Regular meetings of Joint Liaison Group. Monitor CHAFT meeting minutes.	Clerk Cllrs.	Include regular item on PC agenda to review CHAFT meeting	at least annually

				minutes. Maintain discussion on MoU.	
Loss of Charney Field as village asset	CHAFT Constitution	PC representation on CHAFT. Regular meetings of Joint Liaison Group. CHAFT meeting minutes.	Clerk Cllrs.	Include regular item on PC agenda to review CHAFT meeting minutes. Maintain discussion on MoU.	at least annually
Failure to maintain Charney Mill to standards required by OCC	Charney Mill Lease (PC/OCC)	Regular meetings of Project Group.	Clerk Chair	Keep under review possibility of surrendering lease at 25 year break (circa 2028)	at least annually
Loss of Jubilee Orchard	Licence Agreement with Charney Manor	Maintain contact with Charney Manor trustees	Clerk; Chair	Consider possibility of revising terms of Licence Agreement to provide better security of tenure and clarity over maintenance liability	bi-annual
Loss of Ock Green	Licence Agreement with Charney Manor	Maintain contact with Charney Manor trustees	Clerk; Chair	Consider possibility of revising terms of Licence Agreement to provide better security of tenure and clarity over maintenance liability	bi-annual
Harm to individuals using PC property	Conformity with H&S requirements and maintenance of adequate insurance cover	periodic inspections	Clerk		quarterly