

**CODDENHAM PARISH COUNCIL**  
**RISK MANAGEMENT REGISTER JULY 2021**

| <b>Risk Identified</b>   | <b>Impact</b> | <b>Risk</b> | <b>Insurance Cover</b> | <b>Control Action</b>  |
|--|---------------|-------------|------------------------|--|
| Inadequate forward planning and budgetary controls                       | High          | Low         | No                     | Annual Budget Review.<br>Monthly Actual vs. Budget review presented at Council meetings.   |
| Fraud by Clerk or Councillors resulting in immediate financial loss      | High          | Low         | Yes                    | No petty cash held.<br>Councillors check bank reconciliation against bank statements at each meeting.<br>Annual Internal Auditor review.<br>Fidelity Insurance in place. |
| Council operates ultra vires or does not comply with current legislation | High          | Low         | No                     | Regular training for Councillors and Clerk.<br>Within Clerk's job description.   |
| Poor reporting to Council, Record Keeping and Book-keeping               | Medium        | Low         | No                     | Accurate minutes.<br>Timely, regular and accurate financial reporting.<br>Internal Auditor review.   |
| Council lacks relevant skills  | Medium        | Low         | No                     | Regular training for Councillors and Clerk.  |
| Lack of maintenance to council owned assets                              | High          | Medium      | Yes                    | Maintenance programme.<br>Undertake regular visual inspections to review the condition of assets.  |

|   |        |        |     |  |
|---|--------|--------|-----|--|
| Loss or damage to council owned property  | Low    | Low    | Yes | Asset Insurance cover in place.<br>Review Assets Register against insurance  |
| Injury to persons as a consequence of asset ownership or provision of amenities | Medium | Medium | Yes | Public Liability insurance cover in place.<br>Undertake regular visual inspections to review the condition of assets.                  |
| Failure to reclaim VAT  | Low    | Low    | No  | 'Cash Book', as circulated monthly to councillors, regularly reviewed.<br>Internal Auditor review.<br>VAT can be claimed back 3 years. |
| Failure to respond to electors' rights of access                                | Medium | Low    | No  | Within Clerk's job description   |
| Unexpected loss of Clerk or Clerk's office                                      | High   | Low    | Yes | Up to date job description.<br>Council data stored on external storage systems.  |
| <b>GDPR</b>   |        |        |     |  |
| Consent   | Low    | Medium | No  | Review all new forms & website changes.  |
| Council Awareness   | High   | Medium | No  | Clerk training.  |
| Councillor Awareness  | High   | Medium | No  | Councillor training & ICO Guide.   |
| Data Breaches   | Low    | High   | No  | ICO process / procedures to follow.  |
| Data Protection Officer   | Low    | Low    | No  | Parish Council does not need to appoint.   |
| Information Held  | Medium | Medium | No  | Data Audit and associated actions reviewed annually.   |
| Lawful basis for holding data   | Medium | Medium | No  | Data retention policy in place.  |
| Subject Access Requests   | Low    | Low    | No  | Policies in place.   |