

DOGMERSFIELD PARISH COUNCIL

RISK REGISTER 2018

Risk Identification	Risk Description	Risk Management Policy	Probability of Occurrence	Impact on Council	Additional actions for 2018/19
Chalky Lane bus shelter	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Parish Council to inspect and repair on an annual basis. Ensure adequate third party insurance cover.	Med	Med	There is no longer a bus route. BW is to investigate the amount of rubbish gathering in the shelter.
Notice Boards	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Repair or replace as required. Ensure adequate third party insurance cover. Two notice boards were replaced in June 2005. All notice boards were maintained in 2014 and remain in good condition in 2016.	Med	Med	Repair as necessary – can be inspected and any repairs covered by the village maintenance budget allocation.
Posts and rails on Pilcot Green/ Hill	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Monitor and repair as required. Ensure adequate third party insurance cover. Damaged posts replaced in 2014 and one in 2015. Asset register review to reflect replacement cost 2015.	Med	Med	Plan and budget for repair work as needed. Manager of Queens Head pub has painted 2/3 of the posts white – allow him to paint the remaining posts similarly and ask that they be kept clean. GB will follow up the painting of the posts in the better weather.
Telephone Kiosk on Pilcot Green	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Monitor and repair as required. Ensure adequate third party insurance cover. Kiosk restored in 2014	Med	Med	Although the possibility of disconnection has been investigated, it is not sensible to disconnect at this time in case a defibrillator is to be installed in the future.

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Laptop Computer	Loss, theft or damage to this Council owned asset incurs repair or replacement costs and loss of information with disruption to Clerk's duties	Repair or replace as needed. Computer stored securely by the Clerk. Ensure adequate insurance cover.	Low	Med	A replacement laptop has been purchased, and AC anticipates that it will be ready for use very shortly.
Laptop Software	Through oversight or fraud software on the Council laptop may not be correctly licensed with potential for claims from the software supplier.	Aim to be fully licensed. Use directly purchased software or seek assurance of legality from competent person installing software.	Med	Low	
Other software	Through oversight or fraud software used by Councillors on behalf of the Council may not be correctly licensed with potential for claims on the Council from the software supplier.	Aim to be fully licensed. Councillors must ensure that all software used on Council business is properly licensed and that they have recognised antivirus protection in place.	Med	Med	Ensure any new Councillors are advised of this policy.
Printer	Council to ensure access to means of printing capability as asset disposed of in 2014.	Replace as needed. Ensure access to alternative printing methods and adequate insurance cover. A3 printer disposed of in 2014.	Low	Med	Monitor need for replacement of disposed asset. Clerk currently using own printer. No budget provision required.
Projector	Loss, theft or damage to this Council owned asset incurs repair or replacement costs and loss of capability to make presentations.	Repair or replace as needed. Projector is stored securely by a Councillor. Ensure adequate insurance cover.	Low	Low	
Financial Transactions	Fraud or theft causes a loss of Council funds.	Minimise through prudent administration. All Council funds are banked. Chequebooks are stored by RFO in a secure place, All cheques require two signatories, with cheque stubs now initialled also. They are also prepared against an invoice, or other agreed document or receipt. No signatory is allowed to sign a cheque made out in their favour.	V Low	High	The auditor's comments have been noted but they do not constitute an increased level of risk.

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Financial Records	Fire, theft or data corruption causes a loss of financial information resulting in the inability to produce statutory records and financial returns.	Minimise through prudent administration. Copies of the statement of account showing all transactions are given by RFO to all Councillors during each Parish meeting. Computer records are backed up on a regular basis and stored securely.	Low	High	Clerk has recently backed up her files on a memory stick which is stored in a locked filing cabinet separate from the laptop.
Other Records	Fire, theft or data corruption results in the loss of other Council information resulting in an inability to produce records and other documents.	Minimise through prudent administration. Copies of most council documents are held by or circulated to Councillors and the Clerk. Computer records are backed up on a regular basis.	Low	Low	Clerk has recently backed up her files on a memory stick which is stored in a locked filing cabinet separate from the laptop.
Hard Copy Documents	Fire or theft causes the loss of important hard copy documents resulting in incomplete records and poor administration.	Hard copy documents are stored securely with most being scanned and circulated to Councillors. Copies of many important paper documents can be replaced by reference to the source or other Parish Councils.	Low	Low	Clerk is in possession of documents transferred from previous clerk.
Data Protection Act 1998/GDPR	Through oversight or negligence Council actions may not ensure compliance with its obligations as a data controller with potential for prosecution.	Aim to be fully compliant. Take appropriate remedial action to address any identified shortfall.	Med	Med	Ensure proper procedures are developed for the retention/disposal of data with regard to legal timescales. Consider the security of data on Councillors' own devices e.g. document password protection/set up a DPC server for all Council business. Ensure proper procedures are in place so that the Council's Data Protection and Privacy Policy is adhered to – JH/GC/HW to progress.

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Council Employees	The Council is the employer of a part time Parish Clerk and any failure to follow statutory employment regulations could result in claims against the Council.	Aim to abide by all statutory employment regulations including new legislation and to include procedures to implement workplace pension as required and seek specialist advice before acting from HALC for all formal matters associated with the employment of the Clerk. Ensure adequate insurance cover.	Med	Med	HALC were consulted before the employment contract was issued to the Clerk.
Council Activities	Councillors and the Clerk perform a number of duties on behalf of the Council such as working parties that could result in assault, injury or disease.	Keep health and safety risks As Low As Reasonably Practicable (ALARP) through normal pragmatic precautions covering routine working practices. Record all activities and details of any incidents.	Med	Low	
Council Communications	Councillors express personal opinions or pass on other information that can be construed to be Council view or Council communication resulting in confusion with potential for reputational damage.	Aim to avoid confusion and ensure that all formal communications particularly with other organisations have majority Council backing. Recognise that it is impractical to clear all communications through the Council.	Low	Low	
Council Decisions	Councillors make recommendation and decisions on local issues and any failure to follow statutory procedures could result in illegal decisions and malpractice claims against the Council	Aim to ensure that all of Council decisions are legally constituted. Chairman ensures that all meetings are correctly arranged and recorded and that the proceedings follow established good practice. All potential Council decisions must be correctly proposed at the meeting and any resulting decision formally recorded in the Minutes. Code of Practice adopted that is binding on all Councillors. Ensure adequate insurance cover.	Low	Low	The auditor had found the minutes to be too long, however Councillors have since reviewed this comment and don't believe it to pose an increased risk, and would prefer to keep the length of the minutes unchanged.

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Council Contracts	Council employs unsuitable Contractors resulting in poor value for money and claims against the Council	Obtain quotations for all contracted work that include acceptance of the Council's approved Terms and Conditions of Contract with evidence of the Contractor's Liability Insurance. Written authorisation to be given before work commences with Council supervision of work when necessary.	Med	Med	Clerk to attend procurement training in the future.
Financial Transactions	Due to oversight or fraud Council funds are paid out illegally	Minimise through sound administration procedures. Engagement of bona fide organisations and suppliers. Written quotations provided for all work and services to be performed. Formal authorisation before commencement. Payment against invoices after completion.	Med	Low	
Council Meetings and Functions	Council public meetings and other public attended functions could cause injury or offence resulting in third party claims against the Council	Minimise through operation of established good practices. Use registered premises. Complete a separate risk assessment for any out of the ordinary functions. Ensure adequate insurance cover.	Low	Low	
Council Jurisdiction	The council has shared responsibility for a number of areas of common land in conjunction with Hampshire County and Hart District Councils and land for which there is no known registered owner. Use of this land by members of the public could result in claims against the Council	Aim to minimise potential hazards. Inspect regularly taking appropriate remedial action when needed. Ensure adequate insurance cover. Complete a separate risk assessment for any out of the ordinary activities.	Low	Low	GB will review the risk assessment prior to the installation of the Christmas lights.

**This document will be reviewed on an annual basis or sooner should facts or circumstances require this.
Last reviewed: November 2018**