

Grimoldby and Manby Parish Council
Risk Register 2024/25

The greatest risk facing a local authority is being unable to deliver the services and / or activities expected of that Council.

This document has been produced to enable Grimoldby and Manby Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

To conduct this assessment the following points should be followed:

- a) identify the areas to be reviewed
- b) identify what the risk may be
- c) evaluate the management and control of the risk and record all findings
- d) review, assess and revise, if required

Service	Risk	Recommendation
Insurance	Public Liability	Continue existing cover (£10m)
	Employers Liability (statutory)	Continue existing cover (£10m)
	Officers Liability	Continue existing cover (£100,000)
	Council Legal Liability and Legal Expenses	Continue existing cover (£200,000)
	Money and Assault	Continue existing cover (value limit - £250,000)
	Fidelity Guarantee (Employee / Councillor Dishonesty)	Included in Council legal liability and legal expenses. Continue existing cover (£200,000)
	Business Equipment Cover	Continue with existing cover on office equipment, tennis courts, play park, outdoor furniture and defibrillator. Ensure the terms of the lease are adhered to, particularly those relating to routine maintenance.
	Property Damage	Continue with existing cover on office equipment, tennis courts, play park and outdoor furniture. Ensure the terms of the lease are adhered to, particularly those relating to routine maintenance.
	Libel and Slander	£250,000 less 10% or £1,000 of each claim.

	Group Personal Accident	Continue with existing cover. Includes officers / members - pay-outs vary.
	Business Interruption	Continue existing cover (£10,000)
	Business Travel	Not covered. Consider adding?
	Councillors Over 80	No accident or death cover for Councillors over 80.
Payroll	Loss of data on PC due to system fault	Continue to back up data on a monthly basis and continue maintenance of hard copy payroll details.
	Loss of services of employee	Immediately advertise any permanent vacancy. Existing Clerk to prepare procedural notes for key tasks.
Administration	Agency advice	Continue with memberships of LALC and SLCC.
	Minutes/Agendas/ Notices Statutory Documents`	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings is managed by the Chair.
	Data Protection	Relevant policy and governance documents adopted and reviewed as required. Membership of ICO maintained.
	Transparency and Accountability	Council adheres to the Transparency Code for Smaller Authorities in accordance with the the Local Audit and Accountability Act 2014.

Pandemic	Staff unable to work, meetings unable to be held	Obtain administrative assistance from LALC, prepare contingency arrangements, delegate relevant authority to clerk and resolve to follow, as necessary.
Precept	Annual precept not the result of proper detailed consideration	Continue to consider Finance Committee estimates and present the budget to a meeting of the full Council.
	Inadequate monitoring of performance	Budget monitoring report (expenditure against budget) presented to Council (regularly).
	Illegal expenditure	Continue to ensure that all expenditure is within legal powers.
Accounting	Non-standard and / or non-compliant records kept.	Continue to require adequate, complete and statutory financial records and accounts.
	Non-compliance with statutory deadlines for the completion / approval / submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint internal auditor and ensure all recommendations made by the auditor are considered by the Council and implemented.
	Grants	Current procedures adequate: Requests for grant-aid have to be submitted on standard pro-forma application form and returned together with accounts and supporting data. All applications considered by full Council. Payments made following approval. Details of minute number and cheque number recorded on applications and kept on file.

	VAT	Recorded electronically and reclaimed annually. Copy of claim filed in VAT file, with payment slip.
	Reconciliation	Continue with bank reconciliation to be carried out on the receipt of each statement and approval by Council at each meeting.
Money and Invoices	Loss of cash	Continue not to have petty cash.
	Payment of invoices	Payment by cheque signed by two authorised signatories. Continue with requirement to report to and have cheque schedule approved by Council. All payments recorded electronically and cheque number recorded on relevant hard copy invoice which is retained on file. Council to consider introducing online banking with similar controls.
	Contractors staff	Ensure compliance of all H&S and employment matters (as per tender documentation).
Salary	Clerk	Salary set annually by NJC agreement and vote of Council. Income Tax and NIC deducted as per HMRC real-time software. All details recorded electronically and backed up.
Volunteers	Temporary volunteers	Advise insurance of use of temp volunteers. Ensure volunteers are made aware of H&S Issues.

Property	Tennis Courts and Play Park	Visually check all equipment weekly, all sheets evidencing checks to be copied to the clerk, problems noted and dealt with by the Clerk under delegated authority. Quarterly visual and hand check to be undertaken. Employ services of professional play equipment surveyor for annual full survey. Keep abreast of and abide by all Government advice.
	Village Maintenance	In the event that regular village maintenance is not carried out by the contractor in accordance with the schedule of work quoted for 1) Establish that contractor does not wish to continue, 2) Attempt to ensure that key areas are kept on top of as quickly as possible through emergency use of another contractor.
	Seating Area	Continue with regular maintenance. Keep abreast of and abide by all Government advice.
	Bus Shelters	Continue with regular maintenance.
	Notice Boards	Continue with regular maintenance.
	Seating Area	Continue with regular maintenance.
	Bulldog Crescent	Continue with regular maintenance.
	War Memorial	Check annually in May and consider maintenance work, as required.
	Village Signs	Continue with regular maintenance.
	Allotments	Continue with allotment tenancies, plot holders to keep grass tidy, undertake regular inspections. Consider nominating a Cllr. to oversee. Keep abreast of and abide by all Government and Allotment Association advice.

	Pavilion/Football Field	<p>Arrange formal paperwork for signature by football club. Ensure paperwork is supplied and completed for adhoc hire of Council room. Football club to cut field to the spec they require and invoice the Council for such. Keep abreast of and abide by all government advice.</p>
	Speed Sign	<p>Councillors to monitor, report to Clerk when battery is flat. Village maintenance contractor to erect etc. EMR to be maintained for purchase of new sign or charger in case of mechanical failure of existing.</p>
Members interests	Conflict of interests Register of members interests	<p>Councillors to continue to ensure that all declarations of interest (not already declared on their Register of members interests form) are declared on every occasion that they arise, at the correct point where requested on the agenda, at Council meetings.</p> <p>Register of members interests forms reviewed regularly.</p>
Council Records	Loss through theft, fire, damage or corruption of computer.	<p>Electronic records stored on the Council's laptop, backed up to the Cloud via Onedrive and also to another remote UK location managed by SCIS UK Ltd. Current procedures adequate. Last three year's financial folders and in year paper records stored at the Clerk's home. Everything else stored in the Pavilion, Audit files and Financial Folders in a lockable filing cabinet. Council to consider installation of security on the small room at the Pavilion for storage.</p>

Approved November 2024