

SWANBOURNE PARISH COUNCIL
RISK REGISTER
2022/23

Ref	Type	Risk	Score			Mitigating actions	Score			Review and comments
			Impact	Likelihood	Score		Impact	Likelihood	Score	
R1	Financial	Loss of financial assets through fraud or poor accounting records	3	1	3	<ol style="list-style-type: none"> 1. Two signatories for payment approval 2. Quarterly bank reconciliation presented to PC 3. Annual independent audit 4. Schedule of income & expenditure ratified at each council meeting 5. References and DBS checks concluded before RFO takes up post 	3	1	3	
R2	Financial	Insufficient reserves to cover unexpected large expenditure	3	2	6	<ol style="list-style-type: none"> 1. Regular (quarterly) review of expenditure compared to budget 2. Gradual increase in precept and cash reserves 3. Good forward planning and budgeting 	2	2	4	
R3	Property Reputation	Injury to individuals as a consequence of the Council providing amenities to the public: playing field and equipment	3	2	6	<ol style="list-style-type: none"> 1. Public liability insurance 2. ROSPA annual inspection of equipment 3. Playing field working group to review and maintain equipment 4. Regular reports to PC by Playing Field working group 5. Equipment maintenance check and inspection records 	3	1	3	
R4	Legal	Loss of legal documents and/or Council records	2	2	4	<ol style="list-style-type: none"> 1. Storage and document retention policy 2. Electronic backups 3. Availability of key documents via the website 	2	1	2	
R5	Property	Damage to physical assets owned by the Council: playing field equipment, benches, bus shelters, noticeboard, street lights	2	2	4	<ol style="list-style-type: none"> 1. Adequate insurance cover 2. Regular checks and maintenance 3. Maintenance budget and availability of funds 4. Physical verification of assets held on asset register 	2	1	2	
R6	Property	Failure of equipment provided by the Council: defibrillator, garden equipment	3	1	3	<ol style="list-style-type: none"> 1. Regular inspection and testing of equipment 2. Risk assessments conducted 	2	1	2	
R7	Legal	Damage to third party property or individuals as a consequence of Council putting on community event	3	2	6	<ol style="list-style-type: none"> 1. H&S risk assessments conducted 2. Event checklist 3. Insurance cover in place. 	3	1	3	
R8	Legal	Employer liability	2	1	2	<ol style="list-style-type: none"> 1. Insurance policy in place 	1	1	1	
R9	Reputation	Sudden loss of clerk or Council members	3	1	3	<ol style="list-style-type: none"> 1. Responsibilities are shared to reduce immediate impact 2. Council vacancies are replaced asap to ensure continuity and quorate membership 3. Clerks systems are kept up to date 4. Council are aware of clerk roles and responsibilities 	2	1	2	
R10	Legal	Non maintenance of Council defibrillator resulting in failure of equipment during emergency situation	3	2	6	<ol style="list-style-type: none"> 1. Councillor to be responsible for maintenance including battery and sucker check. 2. Ownership, responsibility and location to be made clear and linked to asset register 	3	1	3	