

PILLING PARISH COUNCIL – RISK MANAGEMENT REGISTER 2024

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
<p>Personal injury or damage to member (s) of the public or their property arising from defect (s) in Council property.</p> <p>Public Liability Insurance</p>	<p>Low – Council property comprises fixed installations such as benches/seats.</p>	<p>Claims for compensation and costs to the Council in defending claims where appropriate.</p>	<p>Covered under the Council’s insurance policy – (£12 million)</p>	<p>Regular maintenance and prompt repair of any damage. Periodic review of insurance cover and timely renewal.</p>	<p>Clerk Parish Lengthsman</p> <p>Clerk Council</p>
<p>Compensation claims by employee (or contracted person) in respect of injury sustained in the cause of his/her employment/engagement.</p> <p>Employers Liability Ins.</p>	<p>Low – given the nature of the Clerk’s duties. Lengthsman – risk is higher, given the nature of duties.</p>	<p>Claims for compensation and associated costs.</p>	<p>Potential liabilities, including costs, covered by Council’s insurance policy - £10 million)</p>	<p>Maintain adequate insurance cover. (as above)</p>	<p>Clerk Council</p>
<p>Loss of cheques, cash etc. held on the Council’s behalf.</p> <p>Money</p>	<p>Low – Receipts are rarely in cash. More usually by cheque.</p>	<p>Reduction in Council’s financial resources.</p>	<p>Such losses are covered by insurance policy – inc. theft. (Existing cover of £250K). Prompt payment of receipts into bank. Precept & VAT refund paid direct into bank account.</p>	<p>Maintain adequate insurance cover.</p> <p>Prompt payment of receipts into bank.</p>	<p>Clerk</p>

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Financial loss due to banking error (e.g., leading to loss of interest or bank charges levied) Fidelity Guarantee Existing cover £80K	Low	Reduction in Council's financial resources.	Regular monitoring & review.	Application of financial regulations, including scrutiny of all bank statements upon receipt. Periodic review of banking arrangements to secure best possible terms and conditions.	Clerk Clerk
Loss of monies due to fraudulent action by employee (s).	Low – any significant incident should be easily detected. Trust in integrity of serving Clerk.	Reduction in Council's financial resources.	All cheques signed by two Councillors, against invoices. All expenditure approved by Council. Accounts subject to scrutiny by Internal Auditor, and overview by External Auditor.	Application of financial regulations. Continue quarterly Finance Committee scrutiny to check all transactions against the bank statements, cheque book and invoices	Council.
Damage to Council property by 3 rd party.	Low – cover for the SID, Lengthsman's equipment and Chain of Office	Repair costs to be covered.	Council's insurance policy covers items named, but not benches, notice boards or Pinfold.	Maintain property in good condition with regular monitoring for damage	Council Clerk Parish Lengthsman

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Compensation claim resulting from (alleged) negligent act or accidental omission by the Council or its employee(s).	Low – given the limited activities of the Council.	Potentially substantial cost to the Council.	Risk covered by Council’s insurance policy - £250,000.	Maintain adequate insurance cover. Ensure Council decisions are based on full information, including professional advice when necessary.	Clerk Council
Actions against the Council for libel or slander.	Low – Proper conduct of Council meetings and Clerk’s professional judgement regarding correspondence and content of annual newsletter	Potentially substantial cost to the Council.	Risk covered by the Council’s insurance policy - £250,000.	Members’ awareness. Proper conduct of meetings by Chairman. Professional advice from Clerk.	Chairman Clerk
Failure to represent community interest adequately in relation to matters likely to impact significantly on the parish.	Low – Parish Council well established as consultee.	Reduction in local facilities and/or quality of life or missed opportunity to benefit from external funding or advice.	Council recognised by other agencies for consultation and information. Membership of NALC/LALC/SLCC. Attendance at Area Committee Meetings and other representative groups	Threats & opportunities reported to Council meetings. Special meetings to be called as required. Clerk monitors relative WBC agenda papers & other publications. Representatives provide feedback as appropriate	Council Clerk Members, District and County Councillors

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<p>Loss of council paper records and computer files due to accident or otherwise</p>	<p>Low - Council records are maintained in Parish Office.</p> <p>Legal / historical records are archived at Lancashire Records Office</p>	<p>Inconvenience in tracing information particularly legal and historical records</p>	<p>Paper records maintained in Parish Office and stored in Catterall Village Hall.</p> <p>Computer records regularly backed up to hard drive.</p> <p>Laptop stored at Clerk's home.</p>	<p>Legal / Historical records are archived at LRO</p>	<p>Clerk</p>
<p>Damage to SID jointly owned with Catterall Parish Council</p> <p>Damage to SID purchased by Wyre Council and used in the Parish. Should have been shared with two other Parish Councils, but this did not happen.</p>	<p>Medium – device removed and relocated as necessary by the Parish Lengthsman and trained Councillor and transported to Bonds Farm to charge the batteries.</p> <p>Wyre Council accepts no responsibility for usage.</p>	<p>Loss or damage to device which will incur replacement costs</p> <p>Injury to public should device fall away from bracket mounting</p>	<p>Public liability insurance in place by Parish Council only.</p> <p>Wyre Council accepts no responsibility.</p>	<p>Inspection checks re condition from time to time.</p> <p>Returned to C A Traffic for updates and repairs.</p>	<p>Council, Clerk Parish Lengthsman</p>

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Precept is not submitted on time, not paid by Principal Authority or is inadequate for purpose	Low	Reduction in Councils financial resources Inability to deliver services	Budget and Precept considered each year in line with standing orders Full PC minute - RFO to follow up Check receipt Quarterly review against budget	Diarised by RFO Reminder normally sent by Principal Authority	Council Clerk
Salaries wrongly calculated and paid. False employees. Tax and NI deductions incorrect Clerk status challenged	Low Low Low Low	Reduction in Council's financial resources.	Payment is by bank standing order with variations paid by cheque signed and issued in accordance with Contract of Employment and Financial Regulations and only signed against P11 worksheet Employees paid under HMRC - PAYE scheme	Procedures in place and cheques signed in accordance with Financial regulations Quarterly budget comparison by Council Individual payments minuted at each meeting	Council

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Payment made for goods not received	Low	Reduction in Council's financial resources.	Purchases made from reputable known suppliers and generally only paid after receipt of goods/service	Payment after receipt	Clerk
Councillors Allowances / Expenses overpaid	Low	Reduction in Council's financial resources.	No Allowances are approved apart from the Chairman's Allowance of £150.00. Expenses only against specified written detailed claims in accordance with Council approval.	Payment only after detailed claim submitted in respect of expenses.	Council and Clerk
Reserves too low	Low	Reduction in Council's financial resources. Inability to deliver services	Annual Budget approved. Regular review against Budget headings New expenditure only undertaken where reserves allow. Reserves maintained at level commensurate with expenditure commitments and historical experience	Careful budget monitoring and formal approval and costings for new services and /or projects whilst maintaining reserves in line with past practical experience	Council and Clerk

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Loss of key personnel	Low	Inability to operate and deliver services	<p>Ensure employees have adequate training, support and hours to undertake role so as to avoid stress, leading to long term sickness or early departure.</p> <p>Ensure regular back up of computer-based work is maintained and sufficient notice periods are provided within contract to allow replacement to be obtained if necessary</p>	<p>Maintain regular contact and approve training and support mechanisms as appropriate</p> <p>Review contract terms if appropriate and back up computer files on regular basis</p>	<p>Council</p> <p>Council Clerk.</p>