

LITTLEHAM AND LANDCROSS PARISH COUNCIL
STRATEGIC RISK REGISTER – page 1

Ref	Risk/Trigger	Notes and Actions to manage risk	Impact	Likelihood	Score
R01	Disaster impacting on Villages	Emergency Plan including contact list of resources maintained by Clerk. Key individuals will make themselves available. Common sense used to determine appropriate action. Actively listen and monitor communications Accept instructions from Emergency services, Torridge District and Devon County Councils.	High 4	Low 2	8
R02	Clerk's home office and /or Village Hall unserviceable	There are no life critical services provided Councillors called together to agree priorities Short term measure to recover in alternative location Medium long term plan to return to both premises.	Medium 3	Low 2	6
R03	Sudden loss of Clerk	Chair & Vice Chair agree on how work can be shared and prioritised. Succession plans discussed. Use of locum to fill clerk role in short term.	Medium 3	Medium 3	8
R04	Sudden large expenditure required for excessive under budgeting	Parish Council holds contingency reserves Insurance in place with major insurer to cover major risks Resort to other funding sources or Public Loans Board Correct deficit via budget planning over subsequent years. Council review budget requirements in advance of precept being set by the Council.	Low 2	Low 2	4
R05	Loss of money through fraud,theft,poor accounting systems.	Documented procedures in place to prevent /detect including authorisation and independent audit. Financial reports and bank statements presented to non bank account signatory Councillor. Council reviews cashbook and budgets monthly at Council Meeting.	Medium 3	Low 2	6

LITTLEHAM AND LANDCROSS PARISH COUNCIL
STRATEGIC RISK REGISTER – page 2

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R05 Cont/d	Loss of money through fraud,theft,poor accounting systems.	Insurance in place to cover any resulting financial losses. Annual review of insurance. No petty account or cash used. Bank payments require two to authorise with separate Members. Experienced trained clerk. Annual review of effectiveness of auditor, Use of recognised for banking.	As above	As above	As above
R06	Action of Council having undesired negative impact on other parties.	Transparent procedures and processes in place to reduce likelihood in day to day Council actions. Action planning and risk management procedures in place for any works or projects. Insurance in place to cover any resulting loss. Expert/professional input sought where appropriate. Councillors are elected rather than employed therefore pose a reputational risk to the Council: Mitigation measures include – joint working for the good of all residents of both parishes encouraged. Register of Interests and Gifts and Hospitality. Councillors prepared to discuss impact of their actions and take on board any changes needed, to include informal or formal training courses.	Medium 3	Low 2	6
R07	Services and tasks having undesired outcomes	The Council does not run any services. Any project or new service will be covered by service plans and specific risk management plan. Expert/professional input sought where appropriate.	Low 2	Low 2	4

**LITTLEHAM AND LANDCROSS PARISH COUNCIL
STRATEGIC RISK REGISTER – page 3**

Ref	Risk/Trigger	Notes and Action to manage risk	Impact	Likelihood	Score
R08	Contractors not supplying agreed services	Council contracts are limited to one contract to cut grass on Village Playing Field which is covered by agreed contract specification and regular monitoring. New contracts will be subject to service plans and specific risk management plan.	Medium 3	Low 2	6
R09	Confidential data being discussed	Data protection policy in place. Very little confidential data held. Confidential documents held in private residence (Clerk's residence) in locked drawer. All documents that might present a risk are shredded prior to disposal. Any confidential aspects of reports are highlighted to Councillors. ICT security in place including firewalls and passwords for Council laptop.	Low 2	Low 2	4
R10	Damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (public liability)	Contract in place subject to regular health and safety risk assessments Adequate insurance New contracts or projects subject to the above. Training to be provided to Clerk, Councillors or volunteers if required.	Low 2	Low 2	4
R11	Damage to third party property or individuals as a consequence of the Council putting on community event (public liability)	Health and safety risk assessments carried out for each event. Event checklist produced covering all aspects of the event including an emergency plan. Insurance policy in place.	Medium 3	Medium 3	6

LITTLEHAM AND LANDCROSS PARISH COUNCIL
STRATEGIC RISK REGISTER – page 4

Ref	Risk/Trigger	Notes and Action to manage risk	Impact	Likelihood	Score
R12	Damage to physical assets owned by the Council – buildings, furniture, equipment.	An up to date Asset Register. Physical verification of assets held. Regular maintenance of assets when applicable. Insurance in place and reviewed. Computer back up at separate residence to Clerk's home. Expert/professional input sought where appropriate.	Low 2	Low 2	4
R13	Harm caused by failure to ensure adequate Health and Safety	Risk assessment carried out. Appropriate training undertaken Council assets properly maintained. Health and Safety requirements discussed when appropriate by the Council.	Low 2	Low 2	4
R14	Employer Liability	Ensure compliance with all appropriate Employment Law by DALC/NALC Comply with Inland Revenue requirements through Torridge District Council payroll services. Legal compliance with Council activities ensured through advice from staff, Member expertise, NALC and solicitors where necessary. All advice recorded in the Minutes.	Low 2	Low 2	4