

# DOGMERSFIELD PARISH COUNCIL

## RISK REGISTER 2020 – Adopted at meeting of 21 April 2020

Risk Identification	Risk Description	Risk Management Policy	Probability of Occurrence	Impact on Council	Additional actions for 2020-21
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.	Clerk to inspect every three months and report problems requiring repair. Ensure adequate third party insurance cover.	Med	Med	
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.	Clerk to inspect monthly and report problems requiring repair. Repair or replace as required. Ensure adequate third party insurance cover.	Med	Med	
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.	Clerk to inspect every three months and report problems requiring repair. Ensure adequate third party insurance cover.	Med	Med	
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.	Clerk to inspect every three months and report problems requiring repair. Ensure adequate third party insurance cover.	Med	Med	Although the possibility of disconnection has been investigated, it is not sensible to disconnect at this time in case the defibrillator is to be installed
Laptop Computer (hp)	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 to be stored securely by the Clerk. Ensure adequate insurance cover. Ensure up-to-date anti-virus software installed	Low	Med	Clerk to complete migration of all required files and software to Asus laptop and decommission
Laptop Computer (Asus)	Loss, theft or damage to this Council-owned asset incurs repair or replacement costs and loss of	Repair or replace as needed. Computer to be stored securely by the Clerk.	Low	Med	

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	information with disruption to Clerk's duties	Ensure adequate insurance cover. Ensure up-to-date anti-virus software installed			
Laptop Software	Through oversight or fraud, software on a 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.	Continue to use Clerk's own printer. Purchase new printer as needed. Ensure access to alternative printing methods.	Low	Med	
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, error or theft causes a loss of Council funds.	Minimise through sound administration procedures All Council funds are banked. Chequebooks are stored by RFO in a secure place. All cheques require two signatories, with cheque stubs initialled. All cheques prepared against an invoice, or other agreed document or receipt. No signatory is allowed to sign a cheque made out in their favour. Engagement of bona fide organisations and suppliers. Written quotations provided for all work and services to be performed. Formal authorisation before commencement.	V Low	High	Clerk to attend finance training course as soon as practicable

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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 at least fortnightly and stored securely away from laptop.	Low	High	
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 at least fortnightly and stored securely away from laptop.	Low	Low	
Hard Copy Documents	Fire or theft causes the loss of important hard copy documents resulting incomplete records and poor administration.	Clerk is in possession of documents transferred from previous clerk. 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	Council to adopt NALC LTN40 as the basis for a Document and Records Retention Policy to determine the retention period for every document type. Clerk to review all hardcopy documents held, catalogue them, identify gaps, and either recommend destruction of out-of-date documents or note the expiry date of in-date documents
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	Comply with all aspects of Dogmersfield Parish Council's Data Protection and Privacy Policy Take appropriate remedial action to	Med	Med	Ensure proper procedures are developed for the retention/disposal of data with regard to legal

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	prosecution.	address any identified shortfall. Review the Data Protection and Privacy Policy annually.			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 – Clerk to progress.
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. Complete triennial pensions auto-enrolment re-declaration (next due 1 <sup>st</sup> July 2020) Seek specialist advice before acting from HALC for all formal matters associated with the employment of the Clerk. Ensure adequate insurance cover.	Med	Med	
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 recommendations	Aim to ensure that all Council decisions	Low	Low	

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	and decisions on local issues and any failure to follow statutory procedures could result in illegal decisions and malpractice claims against the Council	are legally constituted with relevant power recorded in minutes. 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.			
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 as soon as practicable.
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 and template risk assessment. Use registered premises. Complete a separate risk assessment for any out of the ordinary functions. Ensure adequate insurance cover.	Low	Low	Clerk to find/create template risk assessment for council meetings
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 every three months, taking appropriate remedial action when needed. Ensure adequate insurance cover. Complete a separate risk assessment for any out of the ordinary activities.	Low	Low	

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Defibrillator	The defibrillator is mounted in an unlockable cabinet in an outdoor public area, resulting in risk of damage, theft or destruction. There is a risk that the equipment will become inoperable.	Ensure adequate insurance cover. Clerk and ambulance service (separately) to check at least monthly that equipment is present and functional and electricity supply connected. Ambulance service to provide replacement pads as required.	Med	Low	
Christmas Lights	The Council owns Christmas tree lights permanently installed on a tree adjacent to and powered from the Queens Head public house. 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	Clerk to visually inspect the lights each September and arrange for failed units to be repaired and/or replacements to be supplied and fitted. Clerk to arrange testing by a qualified electrician before the Christmas season.	Low	High	One set of lights known to be in need of replacement.
Pandemic or similar	The Covid-19 outbreak of 2020 highlighted the danger posed by coronavirus and other possible threats	Council to follow a business continuity plan to be used in the event of a pandemic or similar, to include the conduct of council business and support for the community.	Medium	High	Council to devise and adopt business continuity plan

**This document will be reviewed on an annual basis or sooner should facts or circumstances require this.  
Last reviewed: April 2020**