

Risk Register, Pettaugh Parish Council, 1 April 2019 - 31 March 2020

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating (High, Medium, Low)	Response by Parish Council
1	UK Government Covid-19 regulations; prohibition on public meetings	Not able meet as a Parish Council	3	3	High	Postponement of meeting on 31 March 2020. Await further government advice.
2	Closure of St Catherine's Parish Church, Pettaugh i.e. venue used for Parish Council Meetings in the Parish	Combined with Risk 1, means Parish Council not able to meet.	3	3	High	Postponement of meeting on 31 March 2020. Await further advice.
3	Corona Virus reduces Parish Councillor number below 3 (inquate)	Parish Council not able to hold valid meetings.	1	3	Low	Review efforts to increase numbers of Parish Councillors. Review insurance.
4	Parish Clerks ill or die as a result of Covid-19	Delay proper functioning of Parish Council	1	2	Low	Maintain system of two interim parish clerks i.e. spreading risk. Review insurance.
5	Parish Council website not managed or updated	Parish Council not able to adhere to statutory or regulatory requirements	1	2	High	Parish Clerks to be trained in website administration. Review training on website administration, so increasing number of parish skilled and proficient in website administration. Review insurance.
6	Failure of IT systems or misuse	Loss of data, possible disablement of IT system	2	2	Medium	Review IT security arrangements. Review insurance.
7	Governance	Weak external and internal controls undermining statutory and regulatory duties plus public confidence	2	2	Medium	Appointment of RFO. Internal audit. Review of Standing Orders, Financial Regulations, bank arrangements, mandate, risk assessment register, asset register and review of insurance. Review Fidelity Insurance.
8	Improper setting of and adherence to budget	Inaccurate financial goal-setting and control of public fund expenditure	1	2	Low	Detailed preparation of budget, discussed by Parish Council Dec-Mar 2020 and agreed Mar 2020. Financial statements show expenditure against budget to Parish Councillors. Internal controls on parish council expenditure.
9	Improper setting of Precept	Inaccurate use of public funds	1	2	Low	Review of budget process and reserve.
10	Fraudulent expenditure of Parish Council Funds	Financial loss to Parish Council.	1	3	Medium	Review of banking arrangements and mandate. No online banking expenditure. Expenditure authorised in Parish Council Meetings. Two signatories. Review fidelity insurance. Review insurance policy.
11	Loss or damage to Parish Council Assets	Financial loss and prevention of activity e.g. Vehicle speed prevention	1	2	Low	Review of asset register and insurance.

12	Breach of GDPR		Financial loss, PR damage		1	2	Low	Ensure GDPR compliance and training. Review insurance. Check if Cybersecurity Policy appropriate.