

Tydd St Mary Parish Council

Risk Register

Service Area	Risk	Recommendation
Insurance	Public Liability (statutory) Employers Liability (statutory) Money & Assault Fidelity Guarantee (Employee/Councillor dishonesty) Libel and Slander Personal Accident Business Interruption Councillors over 80	Continue with existing cover No accident or death cover
Payroll	Loss of data on PC due to system fault Non-compliance with statutory deadlines for submissions of PAYE	Continue to back up data on monthly basis Continue to ensure all payments and submissions are completed by official deadlines
Administration	Loss of services of Clerk (permanent) Loss of services of Clerk (temporary due to sickness or holiday) Payment arrangements Reconciliation	Immediately advertise Vacancy Contact LALC if emergency cover needed Existing Clerk to back up data Councillor to collect back up data from Clerk and contact LALC for temporary cover Continue reporting all payments to Council. Continue with signatories signing cheque stub/invoices and payment sheet. Monthly back up of accounts on computer Continue with quarterly reconciliations with bank statements and back up computer.
Precept	Inadequate monitoring of performance Illegal expenditure	Continue with quarterly budget report to monitor expenditure against budget Continue to ensure that all expenditure is within legal powers

Accounting	Bad record keeping	Continue to ensure complete and statutory financial records and accounts
	Non-compliance with statutory deadlines for submissions of accounts/Audits etc	Continue to ensure all accounts and submissions are completed by official deadlines
	Non-compliance with internal or external auditors requirements	Continue with use of internal Auditor to ensure all recommendations are met
Money & Invoices	Loss of cash	No petty cash system used
	Payment of invoices	Payment by cheque or BACS signed by signatories (as appointed each May) and invoices countersigned
Contracts	Ensure continued best value and continuity of service	Go to tender for ground maintenance services every 3 years
Staff	Lone worker issues	Continue with Lone worker policy and risk assessment – update annually
	Contractors staff	Ensure all H&S and employment matters are complied with as per tender documentation and requirements
Volunteers	Temporary volunteers	Inform insurers of use of temporary volunteers Ensure volunteers have induction and made aware of any H&S issues
Property	Play equipment Gym equipment	Continue with insurance cover, annual professional full survey, fortnightly checks and ongoing maintenance. (ongoing risk assessment)
Trees	Overgrowing/falling/loose branches	Continue with ongoing risk assessment and monitoring / professional survey every 2years. Ongoing maintenance.
Allotments	Increase in expenditure	Keep expenditure under review
	Loss of services of the clerk	Ensure Council are effectively trained to take over temporary management of the Allotments
Seating	Damage to seats	Continue with regular checks and maintenance
Bus Stops	Damage	Continue with regular checks and maintenance
Equipment	Defibrillators Speed Signs	Continue with regular checks and maintenance

