

MORTON & HANTHORPE PARISH COUNCIL - MANAGEMENT POLICY & RISK ASSESSMENT (Risk Register) Last Updated: 05/2022

Policy: Morton & Hanthorpe Parish Council's management of risk has 3 prime drivers: Pre-emptive, Preventative & Pro-active.

The following table is an assessment of risks under the management of M&H PC, and measures to address same:

Risk Category:	Risk Title:	ID No:	Description:	Likelihood:	Consequence:	Impact:	Prevention Actions:	Mitigation Plan:	Contingency Plan:
1. Assets	Loss of assets.	1.1	Theft.	Low	Non-availability of asset until replaced.	Low	Insurance of all necessary assets.	Moveable assets to be retained/monitored during both use & storage.	Raise at subsequent Parish Council meeting to approve interim action - e.g.. Hire.
	Damage to buildings.	1.2	Bus Shelters	Low	Temporary closure until damage made safe.	Low	Insurance of all necessary assets.	Arrange temporary alternative - e.g.. Bus stop instead of shelter stop.	None.
	Damage to play equipment.	1.4	Vandalism/damage through miss-use.	Med	Loss of use.	Med	Insurance of all necessary assets.	Temporary closure/removal until damage made safe or replaced.	Advise on Facebook/notice board. Use of play area at The Broadway.
	Damage to Cemetery.	1.5	Vandalism/ collision damage to fence/gates. Shed.	Low	Full or part temporary closure.	Low	Insurance of all necessary assets.	Temporary closure/removal until damage made safe or replaced.	Negotiate interment dates until mitigation action has been put in place.
2. IT & Data:	Loss of data.	2.1	Loss of regulated information e.g.. Minutes/Accounts etc.	Med	Failure to meet regulatory requirements. Delays on required actions.	Med	Data backed up weekly, secondarily monthly. Back-up to be held in secondary location from prime source (with archive materiel).	Paper (hard) copies of key documentation to be held & stored in metal 'safe box'. E.g.. Minutes/Accounts.	Contract with expertise provider for data recovery.
	Breakdown of laptop.	2.2	Laptop fails to boot/or losses directory index (info cannot be found.	Low	Non-availability of computer - impact on business throughput.	Med	Ensure applications are topically maintained. Run clean-up application auto/monthly. Refresh laptop every 4 years.	Hire/use alternative temporary computer.	Purchase replacement laptop.
	Breakdown of printer.	2.3	Printer ceases to work.	Med	Inability to produce documentation - e.g.. Agendas/Notices/Notes/ Minutes.	Med	Use only good-quality paper. Do not re-use paper. Use OEM ink cartridges. Run cleaning cycle regularly.	Temporarily use alternative printer.	Purchase replacement printer.
	Data Protection failure.	2.4	Information is misplaced/leaked/stolen.	Low	Council would be in-breach of Data Protection law, could be subject to prosecution and fines.	Low	Control in accordance with GDPR of all personal information gathered and held by the Council in its business of administration of the Parish. Information of short term use to be destroyed on completion of respective task/action unless required to be retained by legal regulations/archive procedures.	Guidance from the Information Commissioner's Office. Form identifying content of disclosure and advice request.	None.
	Data hack:	2.5	Theft of information.	Low	Impact on business throughput/efficiency. GDPR/DPO action to be initiated.	Low	Do not use 'Cloud' storage. Minimise applications on device. Ensure internet is secure (id & password controlled. Use complex passwords.	Scrub device (e.g.. Clear & re-frag drives. Reload factory settings & clean load required apps. Reload data from back-up.	None.

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3. Accounts & Finance:	Financial loss.	3.1	Theft or loss of income payment (cheque).	Low	Reduced expenditure power/unable to meet commitments.	Low	PC Financial regulations. All payments are approved by the Council & recorded/approved in the Minutes. All cheques have to be signed by 2 approved Councillors. Internal 6 monthly audit by Chairman. Independent internal audit covering all aspects of administration including book keeping, cemetery records etc.	None.	None.
	Lack of proper records.	3.2	Insufficient or inappropriate documentation/damage to paperwork.	Low	Level of recording is reviewed by internal audit (Chairman) half yearly, and independently audited annually.	Low	Bookkeeping conforms to the LCA model and best practice template of the SLCC. The bookkeeping/accounts are now fully computerised with hard copies being generated and retained every 6 weeks.	The computerised records form an element of the data backup protocol being used for all electronic information.	None.
	Loss of Clerk.	3.3	Clerk taken ill/dies.	Low	Detrimental to Parish administration/throughput and responsiveness.	Low	Black book marked 'PC Notes' (metal file box) contains passwords, account details/ information locations etc.	Control book (red binder) contains basic instructions for key activities.	Propose creation of a Morton & Hanthorpe Parish Clerk's 'Haynes Manual'.
4. Cemetery Records:	Loss of records. (Sole copy register books).	4.1	Fire/flood/theft.	Low	Lost history, detail of reservations/ownership/burial record if unmarked grave.	Low	Registers are kept in closed metal file box.	Create computerised registers as a backup to the required hard copy registers.	The computerised records form an element of the data backup protocol being used for all electronic information.
	Cemetery reaches capacity (full).	4.2	No Parish burial location.	Future	Lack of amenity - family / life location burial.	Future	Parish Council to remain vigilant for opportunity to extend/create additional area.	Calculate 'fill' rate. Extrapolate available space/plots to average use. Forecast to 100 year deed allocation.	Find another location within the Parish boundaries.
5. Public Liability (inc. Health & Safety):	Injury to 3rd parties on Parish Council owned property.	5.1	Injury at cemetery, bus shelters, on play equipment, under village green tree.	Low	Parish Council could be sued/claimed against for substantial sums of money.	Med	Regular checks & inspections. Cllr. Lawrance - weekly (informal) inspection of playing field. Clerk - quarterly documented inspection of playing field equipment with faults being rectified or arrangements made for repairs. Annual RoSPA inspection of play equipment. Annual inspection of bus shelters. Annual inspection of village green tree. Regular memorial safety checks at cemetery, carried out by Clerk and/or Chairman.	3rd Party Insurance - to be reviewed annually.	Remove non-compliant/unsafe buildings/equipment.
	Injury to councillors or persons attending the Parish Council meetings	5.2	Injury at village hall while attending a published Council meeting.	Low	Parish could be sued/claimed against as the hirer of the hall/facility.	Med		3rd Party Insurance - to be reviewed annually.	None.

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6. Legal Liability:	Unlawful decisions or actions by Councillors.	6.1	Councillors make decisions/direct actions that are outside of their powers or are unsafe or are illegal.	Low	The Council/Councillors could face legal action.	Low	Clerk to advise where appropriate or seek external advice when necessary. Ensure correct recording of Council meetings/resolutions (Minutes). Ensure all decisions conform to the Council's Code of Conduct, Standing Orders & GDPR.	None.	None.
7. Member Liability:	Councillors interests, gifts & un-declared hospitality.	7.1	Undeclared benefits in respect to Council activity could place individuals/administration at risk of accusations/charges.	Low	The Councillors / Council could face legal action.	Low	Declaration of Interest on every meeting agenda. Councillors Declaration of Interest statements to be amended if circumstances change. Current DPI forms, held by Clerk & District (SKDC).	None.	None.
8. Employer Liability:	Non-compliance with Employment laws.	8.1	Failure to meet or apply employment law in respect of all employees inc. health & safety requirements.	Low	Council could face tribunal and/or legal action. Costs would be incurred.	Low	Issue and work to and within stated Contracts of Employment. Remain cognoscente of employment law changes/amendments and comply accordingly.	None.	None.
9. Meeting Venue:	Village Hall is not available for Parish Council meeting.	9.1	Either through fire, flood or other circumstances the Village Hall is not available for planned & booked Parish Council meetings.	Low	Council meeting would not be able to be held.	Low	Identify alternative venue - publish and advertise as soon as problem is confirmed.	Consider Church Hall (1st). Consider virtual meeting. (If deemed 'lawfull').	Delay Council meeting.