Cosgrove Parish Council
Strategic Risk Register 2023-2024

Ref	Risk	Notes and Actions to Manage Risks	Impact	Likelihood	Score
C01	Disaster impacting on Cosgrove	Emergency Plan including list of resources maintained by Clerk List of key individuals to be compiled. Individuals will make themselves available Common sense used to determine appropriate action Actively listen for and monitor any communications. Dessiminate information via telephone cascade Accept instructions from Emergency Services and West Northants Council Emergency Planning Team	high 4	low 2	8
C02	Village Hall unserviceable	Alternative venue to be used. If necessary postpone meeting	low 2	medium 3	6
C03	Sudden Loss of Staff	Tasks are shared among Councillors to reduce impact Use of Clerk at another village in the short term Recruitment of replacement	high 4	medium 3	12
C04	Sudden large expenditure required for excessive under budgeting	Parish Council has established adequate reserves Insurance in place with major insurer (AJ Gallagher) to cover major risks Correct deficit via budget planning over subsequent years Finance working group to review budget requirements in advance of precept being set by the Council	high 4	low 2	8
C05	Loss of money through fraud, theft, poor accounting systems	Documented procedures in place to prevent/detect including authorisation and independent audit Informal monitoring, trust and spot checks Financial reports presented to Parish Council at every meeting Investment Strategy and Policy priorities security and liquidity of fund Insurance in place to cover any resulting financial losses Annual review of insurance Security safe in use Multiple signatories on accounts/cheque Experienced, trained staff Electronic banking procedures in place, with secure passwords Use of only mainstream banks for banking and investment needs	high 4	low 2	8

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C06	Contractors not supplying agreed services	All contracts to be controlled by defined contracts or service level agreements	medium 3	medium 3	9
C07	Confidential data being disclosed	Data protection policy in place Ensure very little confidential data held Security measures in place and used e.g. safes and shredding Any confidential aspects of reports are highlighted to Councillors ICT security in place including virus protection and passwords for PC and sensitive documents and website	medium 3	low 2	6
C08	Damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (public liability)	Regular health and safety risk assessments (children's playground annually) Regular safety checks by Clerk (annual physical check of gravestone stability; periodic visual inspection) Adequate insurance	medium 3	low 2	6
C09	Damage to third party property or individuals as a consequence of the Council putting on a community event	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	low 2	low 2	4
C10	Damage to physical assets owned by the Council – playground equipment, complete loss of ICT, street lamps, Speed Indicator Devices, Fences, Bus Shelter, Noticeboards	An up-do-date register of assets Physical verification of assets held on register annually by general purpose working group Regular safety checks on physical assets Regular maintenance arrangements for physical assets Insurance regularly reviewed Computer backups off site - use of cloud Physical security including key control Staff training	medium 4	low 2	8
C11	Harm caused by failure to ensure adequate Health and Safety	Risk Assessments carried out Council property properly maintained H&S covered in Parish Council meetings at least annually	low 2	low 2	4
C12	Employer Liability	Ensure compliance with Employment Law through use of NCALC advice and staff training Comply with Inland Revenue requirements through use of external payroll provider Legal compliance with Council activities ensured through advice from staff, SLCC, NALC and solicitors when necessary. Advice recorded in the minutes	low 2	low 2	4