

HAWKHURST PARISH COUNCIL

Corporate Risk Register

March 2022

Introduction

The aim of a risk register is three fold: identify risk, assess risk and set out measures to mitigate - reduce risk.

It is important to consistently consider risk and take action accordingly – which Parish Council in 2019 foresaw the impact of COVID 19.

However, risk **MUST** be considered annually and should be reviewed / updated as required.

The Risk Assessment Matric is shown below and considers severity of risk and probability, the Risk Matric rates risk by range – low, medium or high.

		Probability			
		Highly unlikely	Unlikely	Possible	Very Likely
Scale of severity	Severe	Medium	High	High	High
	Major	Medium	Medium	High	High
	Minor	Low	Medium	Medium	High
	Negligible	Low	Low	Medium	Medium

The “risks rated red” require urgent action to mitigate or minimise the risk.

The “risks rated amber” require immediate action to mitigate or minimise the risk.

The “risks rated green” require monitoring to mitigate or minimise the risk.

In the right hand column action minimise risk I have highlighted in yellow the areas I feel immediate action is required. But all up for discussion.

Corporate Risk Assessment June 2021

Ref	Risk	Description	Probability	Severity	Rating	Action to minimise risk
1 External - COUNCIL						
1.1	COVID 19	Pandemic, health, economic, social well being	Possible	Severe	High	Follow Government guidance, link with Kent Resilience Forum, adjust budgets, seek grants, set up community support
2. Finance – SAP / COUNCIL						
2.1	Fraud	Misuse of cash or Council finances	Highly unlikely	Severe	Medium	No cash used or held. Follow financial regulations, limits to delegation £500, Council agree payments and two Councillors sign off
2.2	Card fraud	Misuse by officers of corporate card	Highly unlikely	Severe	Medium	Currently debit card – limit is bank account – move to Corporate Credit Card with individual limit, monthly limit and insurance if anything goes wrong
2.3	Online banking	Miss -use of internet banking facility	Highly unlikely	Severe	Medium	Follow financial regulations less likely late payment than when using cheques
2.5	To ensure that the annual precept requirement results from an adequate budgetary process.	Ensure the Council discusses, agrees and submits precept request on time	Highly unlikely	Minor	Low	Budget setting programme agreed,
2.6	To monitored progress against budget and reserves	Ensure Councillors are aware of budgetary and reserves position	Highly unlikely	Minor	Low	Quarterly reports to Committees and Council Review to ensure meaningful to Councillors
2.7	To ensure that salaries and expenses paid to employees and amounts paid to contractors are paid in line with council	Payments are correct	Highly unlikely	Severe	Medium	Vice Chairman does not sign cheques / online payments. Vice – Chairman quarterly check of payments with RFO

	regulations, and are adequately monitored					
2.8	To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail	Appropriate Audit process	Highly unlikely	Minor	Low	RFO leads audit process, internal audit completed in May / June each year and Audit submitted on time. Option of "Health Checks " during the year if required
2.9	To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained	Maintain asset register	Highly unlikely	Major	Medium	Part of internal audit and Cripps appointed to audit and correctly register land owned by Council.
3. Administration – SAP / COUNCIL						
3.1	Follow standing orders	Council procedures	Highly unlikely	Minor	Low	Council reviews and if concerns refers to standing orders
3.2	Following Financial Regulations	Council Financial Regulations	Highly unlikely	Minor	Medium	Council reviews and if concerns refers to Financial Regulations
3.3	Review contracts	SAP regularly reviews contracts	Highly unlikely	Major	Medium	Need to ensure reviewed in time to re tender and give notice (risk will depend on contract)
3.4	Review policies and regulations	SAP regularly reviews policies and regulations	Highly unlikely	Minor	Low	Need to ensure reviewed in time to re tender and give notice
3.5	To ensure that all councillors are aware of their responsibilities,	Councillors understand Powers and Duties	Highly unlikely	Negligible	Low	Induction of new Councillors remind existing Councillors – May 2021

	and possible liabilities,					
3.6	Review Council strategy and policy	Five year strategy 2019 - 24	Highly unlikely	Negligible	Low	New Council in May 2021 – review and update summer 2021
3.7	To comply with appropriate Government legislation	regarding disability, racial equality, safeguarding children etc	Highly unlikely	Major	Medium	GDPR training for all Councillors following election 2021 – 17 th May 2022
4. Management of Facilities – FAS / COUNCIL						
4.1	Legal requirement	Ensure appropriate checks are up to date / actioned	Possible	Severe	High	Health and Safety checks, asbestos surveys PAT test legionella test etc
4.2	Cleaning	Ensure cleaning up to date and high standard	Possible	Minor	Medium	Contract cleaners at KGV, (Copt hall closed) and check standards regularly
4.3	Maintenance	Ensure Maintenance up to date and high standard	Possible	Minor	Medium	Local electric and plumbing checks– Village warden general maintenance.
4.4	Risk assessments of Council facilities	Annual Risk Assessments done for each facility – ensure actions are actioned	Highly unlikely	Minor	Medium	Annual Risk Assessments done for each facility – ensure actions are actioned
5. Services – FAS / COUNCIL						
5.1	Cemeteries	incorrect burial records	Highly unlikely	Severe	medium	Checking records before transfer to scribe – some historical anomalies
5.2	Cemeteries	Wrong burial plot	Highly unlikely	Severe	Medium	Staff double check and mark burial plots prior to burial – liaise with funeral directors
5.3	Allotments	Incorrect usage	Highly unlikely	Negligible	Low	New agreement seems to be working well. Regular checks and letters to those not maintaining plots – can move on and fill from waiting list
5.4	Allotments	Legal challenge	Highly unlikely	Minor	Low	New agreement based on best practice – follow Allotment Legislation
6. Projects						
6.1	Cemetery Restoration	Reinstate “kerb memorials” illegally removed some years ago Limited risk of legal action but major risk to Council reputation	Highly likely	Severe	High	Phase 1 completed moving on to stage 2 in to complete this year

6.2	New Community and Sports Centre	See separate risk register				
6.3	Future of Copt Hall	Concerns over structure – closed until report and action required completed	Highly likely	Severe	High	Report commissioned – awaiting result. Concern if closed will lose customers in long term
6.4	Hawkhurst Golf Club Planning appeal	Agreed joint action with residents – up to £30,000	Highly unlikely	Minor	Low	General support from residents
7. Council Reputation						
7.1	Poor reputation with residents	Public have poor view of Hawkhurst Parish Council, although general support for stance on planning issues	Very Likely	minor	High	Review communication plan and increase communication with residents to engage and explain decisions.
7.2	Poor reputation among partner organisations	Partners / LA's have a poor view of Hawkhurst Parish Council	Very Likely	minor	High	Aim to improve working relationships with LA's, payments on time etc