

THE IVERS PARISH COUNCIL

1. Risk Matrix used

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

2. Corporate Risks

1 Risk Register

No.	Risk	Nature of hazard	Current controls	Risk score	Proposed further actions	Target date
1	Computer Virus, disruption to service, reconstruction of financial records	Financial and non compliance	Finance data is held and accessed remotely. Anti-virus software installed and firewalls in place. Regular scans undertaken. Portable IT provided and staff able to work remotely. IT providers remotely back up data. No data held on computers and laptops. Hardware insured. On call IT support contracted.	4	Review of IT systems to be undertaken	31 March 2023 end of year
2	Break in to office	Financial, service disruption, non covid secure	Staff are able to work remotely and utilise VOIP. Caretaker available for immediate repair/cleaning. Insurance of office contents maintained. Building alarmed	4	Call out system to be implemented	Yet to be developed
3	Banking failure	Financial	Investment policy in place. Precept arrives in two instalments.	4	Option agreed to transfer to Unity Bank if required	Action only if required
4	Parish Council maintained trees cause harm to persons and/or damage to buildings	Financial	Tree management work is undertaken. Public liability insurance held	4	Tree Management strategy and plan to be developed with 5 year inspection regime implemented with annual inspections for higher risk trees.	30 September 2023 review actions

No.	Risk	Nature of hazard	Current controls	Risk score	Proposed further actions	Target date
5	Harm to person occurring in play area	Financial and reputation	Grounds team RoSPA trained for play area inspections that are undertaken Monday to Friday (not Public holidays). Caretaker undertakes play area checks Saturday and Sunday. Damaged or unsafe equipment is removed or isolated. RoSPA undertake annual surveys. All equipment complies with British and European Safety standards	4	Bespoke inspection reports to be developed for each play area Caretaker to be RoSPA trained and able to undertake inspections. Refresher training for Grounds Maintenance Operatives. Deputy clerk & Deputy Head Groundsman to become RPII accredited Operational Inspectors.	Complete By end March 2023 By end June 2023 Complete
6	Out of hours emergency	Financial and reputation	There is no out of hours cover. Council is reliant on member of public contacting local councillor	4	Councillors to develop councillor cover for out of hours emergencies.	To be developed
7	Chequers Orchard damage to tenants building	Financial	Building is insured to re-instatement value	4	Review insurance cover to ensure cover for loss of income	Complete
8	Assault on staff	Financial and reputation	Reception has been adjusted to segregate staff and callers. Internal access doors are coded. Back door has coded lock. Training undertaken as required on dealing with difficult customers and situations. Insurance cover is reviewed annually. New door fitted in main corridor	3	Reception to be fitted out in a more appropriate and safe manner once need for screens is removed by risk assessment	30 September 2023

No.	Risk	Nature of hazard	Current controls	Risk score	Proposed further actions	Target date
9	Loss of hard copy records	Financial and non-compliance	Fireproof storage is used for land ownership documents and burial records. 10 years of minutes to be kept on site with other years backed up electronically. Council land holdings registered with Land Registry. Play area inspections maintained for 21 years minimum	3		
10	Embezzlement by staff	Financial	Standing Orders and Financial Regulations reviewed as required. All payments authorised by two councillors in a back office function and by a councillor for bank payments. Less than £100 petty cash float maintained. Annual review of governance undertaken. Insurance cover in place	3		
11	Loss of all records	Financial and non-compliance	Council operates back up systems through a third party contractor. If that system fails there is minimal paper records and the Council's website and Sharepoint site records all meetings and associated documents. All physical burial records converted to electronic	3		
12	Destruction of workshops and/or garages	Financial and service disruption	Insurance for buildings reinstatement and machinery carried	3	Business Continuity Plan to be developed and implemented	31 July 2023
13	Loss of finance administrator	Financial	Clerk able to input	3		

No.	Risk	Nature of hazard	Current controls	Risk score	Proposed further actions	Target date
14	Loss of Clerk	Financial, reputational and non compliance	Locum to be sourced. Deputy Clerk and Business Administrator can provide resilience for basic essential items	3		
15	Loss of Grounds Team	Financial, reputational and non-compliance	External contractor to be sourced	3	Business continuity plan to be developed and in place Reviewed as required by legislation/guidance changes	31 July 2023
16	Destruction of 45B High Street	Financial	Insurance carried for reinstatement and contents	3	Business continuity plan to be reviewed	31 July 2023
17	Inetex cease operating	Financial		3	Business continuity to be included within IT review	31 July 2023
18	Injury to councillors whilst carrying out their role	Financial	Insurance cover carried under Group Personal Accident Cover	2		
19	Public injury in council building	Financial and reputational	All required safety certificates in place and inspections up to date. Fire alarm testing undertaken. Repairs undertaken in a timely manner. Defects reporting process implemented. Public liability insurance cover in place	2	Review of risk assessments and H+S processes being undertaken with assistance of Worknest	Complete & On-going
20	Late payment of precept	Financial and reputational	Reserves maintained at about 40% of precept	2		
21	Security of unattended buildings	Financial and service disruption	Alarms (fire and entry) fitted to 45B High Street. CTV fitted to 3 sites. Fire alarm fitted to Jubilee Pavilion Security Lighting installed 45B High Street	2	Iver Heath systems being reviewed with intention to upgrade and add fire alarm. Councillor call out system being developed and neighbours informed.	Planned To be developed

No.	Risk	Nature of hazard	Current controls	Risk score	Proposed further actions	Target date
22	Incorrect accounting for VAT	Financial	Claim made by business administrator generated by Edge system	2		
23	Purchasing	Financial	Standing Orders and Financial Regulations regularly reviewed. All processes followed. Electronic Purchase Order systems	2		
24	Public injury in Open Space	Financial and reputational	Areas inspected and litter picked at nominated timeframes. Repairs undertaken in a timely manner. Defects reporting process implemented. Public liability insurance cover in place	2		
25	Insurance Cover inappropriate	Financial	Insurance schedules placed before Committee annually for review and agreement. Asset register updated annually	2	Review insurance cover	30 April 2023
26	External Contractors	Financial	Due diligence and insurance checks undertaken	2		
27	Total destruction of community use Buildings	Financial	Insurance cover is reviewed annually including level of loss of income.	2	Continuity Plans to be developed	31 July 2022
28	Theft from workshops, garages and vehicles	Financial and service disruption	Insurance cover is reviewed annually including level of loss of income provision. Workshop alarmed and workshop and Iver Heath garage/store covered by CCTV.	2	CCTV upgrades being considered. Call out being developed for alarm activation.	Complete To be developed
29	Loss of outside staff	Financial and service disruption	External contractors to be sourced	2	Business continuity plan developed and in place	31 July 2023
30	Loss of office staff and clerks	Financial and service disruption	Temporary staff to be utilised/locum clerks	2	Business continuity plan developed and in place.	31 July 2023

No.	Risk	Nature of hazard	Current controls	Risk score	Proposed further actions	Target date
31	Tendering errors	Financial	Standing Orders and Financial Regulations are reviewed regularly. All tenders specs and processes are resolved by appropriate Committee/Council	1		
32	Government introduces precept capping for parishes	Financial	Expenditure and income is reviewed regularly with quarterly reports made available to Committees and Council. Budgets reviewed annually. Clerk monitors precepting changes.	1	Income streams to be developed	Ongoing
33	Reduction in income	Financial	Charges are reviewed annually and insurance cover maintained for emergency related loss of income. Quarterly income monitoring	1		
34	Councillor propriety	Financial	Register of Interests completed and councillors offered training	1		
35	Unable to fill vacancies for councillors	Service disruption	All election processes followed with co-options offered. Bucks to appoint cllrs from Bucks if Council becomes inquorate	1		
36	Theft of cash from safe	Financial	Petty cash float maintained at under £100. Banking undertaken regularly. Building secured, alarmed and safe keys also secured.	1		
37	Inadequate budget set	Financial	Forward planning and budget reviewed annually with reserves maintained as advised	1		
38	Councillors at risk of assault	Financial and service disruption	To be debated by Council January 2022			

No.	Risk	Nature of hazard	Current controls	Risk score	Proposed further actions	Target date
39	Non compliance with statutory testing requirements	Financial, reputational and service disruption	Debated by Facilities and Events Committee Jan 2022 Additional resources made available for testing and a recorded programme of testing is maintained			
40	Missing records preventing timely issues to be dealt with	Financial and reputational	A records search to be undertaken and bespoke action plans to be implemented for each issue. This could include statutory declarations	2	Systems to be developed to collate essential documentation	Ongoing
41	Harm to staff members from inappropriately aggressive behaviour by Councillors or other occasioning staff absence	Financial, reputational and service disruption		6	All councillors to undertake Civility & Respect Training and for the Council to commit to the Civility & Respect Pledge.	May 2023