

LEINTWARDINE GROUP PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK REGISTER ACTION PLAN

Ref	Strategic Risks Identified	Risk Rating	Control Actions
RR1	Insufficient resources to meet obligations due to shortfall in the annual budget, in balances and any loan options	Medium/High	<ul style="list-style-type: none"> • Ensure adequate budgeting and precept setting process to be put in place • Budgetary controls and frequent monitoring to be put in place • Accurate estimates obtained regarding potential costs of projects and of delivering services • Independent internal auditor appointed
RR2	Sustained poor performance or perceived/actual operational failures causes loss of confidence in Parish Council	Medium	<ul style="list-style-type: none"> • Staff and Councillor training • Regular reviews of services delivered • Identify areas of concern at an early stage • Clear roles and responsibilities of both staff and councillors
RR3	Failure to deliver improvements throughout the Parish Council estate	Medium	<ul style="list-style-type: none"> • Development of realistic achievable projects • Continuous investment programme into parish assets • Ensure budget provisions in place for projects
RR4	Misconduct of Staff and Councillors (corruption, fraud etc)	Medium	<ul style="list-style-type: none"> • Training and support for staff and councillors • Robust internal audit system in place • Review policies regularly • Appoint well trained staff • Fidelity insurance in place • Annual review of financial regulations
RR5	Changes in operational environment and legislation catches the Parish Council unaware	Low	<ul style="list-style-type: none"> • Ensure Councillors and staff keep up to date with latest legislation; • Provide email advice and information from HALC; • Consider subscription with SLCC; • Invest in sector specific journals.
RR6	Major operational interruption prevents Parish Council from delivering services (Business continuity)	Medium	<ul style="list-style-type: none"> • Adequate insurance cover in place; • Develop Business Continuity Plan; • Contingency funding in budget/reserves needs to be built up for replacement and repairs; • Robust back-up system of storage of important files and records
RR7	Catastrophic failure of Council's IT systems	Low	<ul style="list-style-type: none"> • Off-site back-up facility may be considered • Electronic back ups carried out regularly

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RR8	Damage, graffiti, vandalism to outside areas and property Personal injury through accidents Damage to fences and gates	Low/Med	<ul style="list-style-type: none"> • Insurance cover on play areas, property and assets; • Public liability insurance in place • Areas maintained by contractors • Regular Electrical Appliance Tests • Proactive monitoring by Councillors
RR9	Damage, graffiti, vandalism to Cemetery and memorials. Personal injury through accidents	Low/Med	<ul style="list-style-type: none"> • Material damage cover plus public liability insurance • Maintained by professional contractor; • Annual check of memorials to identify any in a dangerous condition; • Introduce inspection to the Cemetery;