

HORSFORD PARISH COUNCIL - RISK REGISTER

Description of Risk	Measures to reduce likelihood	Measures in place to reduce consequences	Analysis are controls adequate ?
Financial			
Misappropriation of funds	Financial regulations adopted All payments approved by council Internal and external audit	Feedback on expenditure to council Fidelity insurance covering R.F.O. and Councillors	Yes
Accident			
Damage to or from Footway Lighting installation	Maintenace Contract for Lighting Public encouraged to report defects to Clerk Clerk's contact numbers widely publicised	"Earmarked" fund for collision damage Public Liability insurance covers damage from lighting installations.	Yes
Damage to seats, shelters, signs and fencing	Regular inspection by Clerk Public encouraged to report defects to Clerk Clerk's contact numbers widely publicised	Assets insured - reviewed annually by Clerk	Yes
Injury to Clerk or Councillors whilst carrying out their duties	Clerk and Councillors to be aware of personal safety at all times	Personal injury insurance Clerk member of SLCC who will assist if absent Council member of Norfolk ALC who will advise	Yes
Risk to public whilst using public pits as amenity	Carry out annual survey of trees	Tree maintenace programme by Fringe Project and qualified tree surgeon	Yes
Records			
Loss of Records	Store archive records at Norfolk Record Office Store current records in Clerk's office in clearly marked files Store financial records on Council's computer and back up to I-Cloud on a daily basis Data protection	Records can be retrieved from I-Cloud GDPR policy in place	Yes Yes
Employees			
Sub-contractors - damage to or by them	Ensure they have a written specification of work Ensure they have insurance	Public liability insurance covers work being done by others instructed by the Council	Yes
Clerk - competence	Correct job specification based on SLCC model Appropriate selection process Access to appropriate training	Disciplinary procedure Advice available from Norfolk ALC / SLCC	Yes
Clerk - absence	Clerk to have close liaison with Chairman Holidays to be notified to Chairman	Appoint Councillor to deputise in short term Seek help from Norfolk ALC / SLCC for long term sickness	Yes
Potential for breach of parishioner confidentiality	Minutes only confirmed following approval at subsequent meeting. Awareness raised with councillors on need for confidentiality	Disciplinary procedure Insurance	Yes