

Scopwick and Kirkby Green Parish Council

<http://parishes.lincolnshire.gov.uk/ScopwickandKirkbyGreen/>

Risk Register

May 2026

This document has been produced to enable the Council to assess the risks that it faces and to satisfy itself that it has taken adequate steps to minimize them.

Risk No	Subject	Risk(s) Identified (Description)	Risk Assessment	Mitigation/Control of Risk	Review/Assess/Revise
1	Precept	Adequacy of Precept Requirements	Low	The budget will be monitored on a monthly basis by the Responsible Finance Officer (RFO) and presented to Council for consideration	Quarterly updates and annual review by the Full Council
2		Ensure there are adequate funds for the forthcoming year	Low	The Clerk will prepare draft estimates in October each year for consideration for the following financial year	Annually
3		Accuracy of Precept submitted to NKDC	Low	The Precept will be for a fixed sum of money and will only be finally determined by the Full Council when all relevant facts are known to the Council	By Resolution of the Full Council
4	Financial Records	Inadequate Records	Low	The Council has Financial Regulations that set out the requirements	Annually
5		Financial Irregularities	Low	The Council has Financial Regulations that set out the requirements	Review of Financial Regulations carried out annually
6	Banking	Inadequate Checks	Low	The Council has Financial Regulations that set out the requirements for Banking Cheques and the reconciliation of Accounts in a simple framework	Annually
7		Bank Errors	Low	If the Bank does make an error when processing cheques and cash, these are found when the Bank Accounts are reconciled on a monthly basis. Any Bank error is immediately reported and corrected by them.	Review of Financial Regulations carried out annually together with the Bank Signatory list, when necessary, especially after the Annual Meeting of the Council or an Election
8		Loss	Low	Loses would result from a Bank error and would be immediately reported to the Bank. Possible losses from unauthorized access to the Council Bank Accounts are minimal due	Bank Statements are reviewed monthly

				to dual authority requirements	
9	Income	Loss through theft or dishonesty	Low	Cheques are banked within 5 working days. No cash or petty cash float kept in the office. Payment of invoices is by cheque or bank transfer only. Insurance cover is provided for Employee dishonesty	Review of Financial Regulations carried out annually
10	Reporting & Auditing	Information and Communication	Low	The Accounts are open to public examination each year as required by the Accounting and Audit Regulations	Review is carried out annually
11		Compliance	Low	Auditing takes place on an annual basis	The Council appoints an Internal Auditor each year to scrutinize the Accounts
12	Direct Costs, Overhead Expenses, Debts	Incorrect Invoicing	Low	Prior to each meeting the Invoices are checked by the RFO/Clerk and allocated a cost code. An Accounts Schedule is circulated to Councillors prior to the meeting, and any Councillor can query an Invoice with the Clerk. If satisfactory, the schedule is approved at the monthly Council meeting	Procedure adequate. Review of Financial Regulations carried out annually
13		Cheques/BACS Transfers	Low	Authorised and signed off by two Councillors on Councils Bank Mandate	
14	Grants - Receivable	Receipt of Grants/ Commuted Sums	Low	One off grants or commuted sums come with terms and conditions as agreed by the Council	Review all expenditure and meets the terms of the grants on receipt
15	Best Value Accountability	Work awarded incorrectly	Low	The Council has Financial Regulations that set out the requirements for the awarding of contracts. All contract awards are made by Full Council	Review of Financial Regulations carried out annually
16		Overspend on Services	Low	The Council has Financial Regulations that set out the requirements for the awarding of contracts. All contract awards are made by Full Council	Review of Financial Regulations carried out annually
17	Salaries and associated costs	Salary	Low	The Council will authorise the appointment of all employees. Salary rates	Existing appointment system is adequate

				are based on the National Joint Council (NJC) for Local Government Services Pay Scales	
18	Employees	Loss of Key Personnel	Low	The Council will consider 'key man insurance' to mitigate the financial risk of long-term sickness absence	To be evaluated and progressed. The Council has a Business Continuity Policy to ensure key information is shared appropriately
19		Fraud by Staff	Low	Financial risks are low as only minimal/no amounts of cash are held	Existing procedure is adequate
20		Actions undertaken by Staff	Low	Council Staff are provided with relevant training, reference books, access to assistance and legal advice required to undertake the role	Reviewed annually
21		Health and Safety	Low	All employees will be provided with adequate direction and safety equipment needed to undertake the roles, i.e. protective clothing and training	Health and Safety Policy and Guidelines are reviewed annually Appropriate training is given where necessary
22	VAT	Reclaiming/ Charging VAT	Low	VAT is reclaimed quarterly from HMRC and repaid by BACS. The Council has a unique customer reference number to make a claim	Procedure is reviewed annually to ensure it is set up correctly
23	Annual Returns	Submit within the time limits	Low	The Financial Annual Return is completed by the Internal Auditor and the Clerk and is approved by the Council. Return is submitted to the External Auditor if required within the prescribed time limit	Annually
24	Legal Powers	Illegal activity or payments	Low	All activity and payments within the powers of the Council are resolved and minuted at Council Meetings. Guidance and advice are provided to the Meeting by the Clerk/RFO	Annually
25	Members Interests	Conflict of Interest	Low	Members declare interests at the meeting when the item 'Declarations' is reached and when an item is discussed, and it becomes apparent they have an interest	Ongoing

26		Register of Member Interests	Low	The Register of Members Interest will be updated following the election and whenever Councillors' circumstances change and is reviewed annually. All Registers are published on the District Council Website	Councillors are responsible for updating their entry in the Register
27	Insurance	Adequacy	Low	An Annual Review is undertaken prior to the renewal date of all insurance arrangements in place	The existing procedure is adequate Insurance provision is reviewed annually
28		Cost	Low		
29		Compliance	Low		
30		Fidelity Guarantee	Low		
31	Data Protection	Policy Provision	Low	To register with the Information Commissioner	Annually
32	Freedom of Information Act	Policy Provision	Low	The Council conforms with the Freedom of Information Act and responds to individual requests in accordance with it. The Council will adopt the model publication scheme	Reviewed following an election
33	Assets	Loss or damage. Risk/damage to third party (parties)/ property	Low	An annual review of assets is undertaken for insurance purposes	Annually
34		Poor performance of assets or amenities	Low	All assets owned by the Council will be regularly reviewed and maintained	Reviewed when taking on assets
35		Loss of income or performance. Risk to third parties	Low	All repairs and relevant expenditure are actioned/authorised in accordance with the correct procedures of the Council. All assets are insured and reviewed annually	Reviewed when taking on assets
36	Paper Council Records	Loss through fire, theft or damage	Low	The Council has adopted a Records Management Policy which sets out retention and destruction periods for all Council Records	Review carried out following an election
37	Electronic Council Records	Loss through fire, theft, damage, computer failure, hacking, virus and infiltration	Low	Data, including accounts is stored on the Clerk's Computer. Anti-virus software is installed and the system updated as required. The Council has a Business Continuity Policy	Review of Office facilities and staff are in place.

38	Agendas/Minutes/ Notices/ Statutory Documents	Accuracy and legality of Agendas/Minutes/Notices/Statutory Documents	Low	Agendas and minutes are produced in the prescribed method by the Clerk and adhere to the legal requirements. Agendas are displayed and minutes are available in accordance with the legal requirements. Minutes are approved and signed at the following Council meeting	Existing procedure is adequate. Guidance and training given to Chair where required
39		Business Conduct	Low	Business conducted at Council Meetings is managed by the Chair	Members adhere to the Council's Code of Conduct and Standing Orders