

## CHALE PARISH COUNCIL RISK MANAGEMENT SCHEDULE

### Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the key risks facing the council
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

### MANAGEMENT

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Clerks home on a laptop backed up by an external hard drive. The clerk makes a monthly back up of files. In the event of the clerk being indisposed the Chairman to contact SLCC Secretary for advice.	Review when necessary  Ensure procedures below are undertaken
Meeting location	Adequacy Health and Safety	L	Meetings are held in the WI Hall. The premises and facilities are maintained by the WI	
Council Records	Loss through theft, fire, damage	L	Some older records are retained at the IW County Record store. Papers, less than 6 years old, are stored in Clerks home	Damage or theft is unlikely and so provision adequate.
Council Records electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on a laptop backed up by an external hard drive. Back-ups of the files are taken at monthly intervals and are checked to ensure readability of data. Adequate anti-virus protection is renewed annually.	Ensure procedures below are undertaken

### FINANCE

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Parish Council regularly receives budget update	Existing procedure adequate

			information and detailed budgets in the late autumn. The precept is an agenda item at the January meeting.	
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts	Existing procedures adequate Review Financial Regulations as necessary
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Transactions are made or paid by cheque	Existing procedures adequate
Financial controls and records	Inadequate checks	L	Monthly reconciliation checked by Parish Council. Two signatories on cheques. Internal and external audit. Any payments must be resolved and clearly minuted. Any s137 payments must be recorded at time of approval	Existing procedures adequate
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. There have been no requests for information to date. The Council is able to request a fee if the work will take over 15 hours. However the request can be resubmitted, broken down into sections, thus negating the payment of a fee	Monitor and report any impacts made under Freedom of Information Act
Clerk	Loss of qualified clerk  Fraud  Actions undertaken  Salary paid incorrectly	M  L  L  L	A fund has been established to enable training for the Cilca qualification The requirements of Fidelity Guarantee insurance must be adhered to Clerk should be provided with relevant training, reference books, access to assistance and legal advice Internal Auditor check	Include in financial statement when setting precept Purchase revised reference books Membership of SLCC Monitor working conditions and hours of work
Election Costs	Risk of election cost	M	Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. A contingency fund is available to meet the costs.	Include in financial statement when setting precept
VAT	Re-claiming/charging	L	The Council has financial regulations which set out the requirements	Existing procedures adequate
Annual return	Not submitted within time limits	L	Annual return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within time limit	Existing procedures adequate

## ASSETS

<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Street Furniture/ Dog Bin/Litter Bin	Loss or Damage Risk/damage to third party(ies)/property	L	Parish Council has 10 seats/benches and 3 dog bins as listed in the Asset Register  One of the seats was transferred to the Highways PFI provider in 2013, for the 25-year life of the contract, along with the responsibility for one of the dog bins  A review of assets undertaken periodically, but at least annually for Insurance provision and maintenance All repairs and relevant expenditure for these are actioned in accordance with correct procedures	Existing procedure adequate  Ensure inspections are carried out
Notice Board/Descriptive Panels	Loss or Damage Risk/damage to third party/parties/property	L	Parish Council has one Notice Board outside the WI Hall. Descriptive panels were installed in 2010/11  Monthly regular inspection when displaying Notices for meetings	Existing procedure adequate Ensure inspections are carried out
Boundary Signs	Loss or damage Risk/damage to third/ parties/property	L	These were transferred to the Highways PFI provider in 2013, for the 25 year life of the contract	
Office Equipment	Loss or Damage	L	Clerk's own property	
<b>LIABILITY</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Legal Powers	Illegal activity or payments  Working Parties taking decisions	L  L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure established with clear terms of reference.	Existing procedures adequate  Monitor on a monthly basis
Minutes/	Accuracy and legality	L	Minutes and agendas are produced in the prescribed method and	Existing procedures

Agendas/ Statutory documents	Non compliance with statutory requirements	L	adhere to legal requirements Minutes are approved and signed at next meeting Minutes and agendas are displayed according to legal requirements Business conducted at Council meetings should be managed by chair	adequate Undertake adequate training Members to adhere to Code of Conduct
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedures adequate
Employer liability	Non compliance with employment law	L	Undertake adequate training	Existing procedures adequate
Legal Liability	Legality of activities	M	Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures adequate
	Proper and timely reporting via Minutes	L	Council always receives and approves minutes at monthly meetings	Existing procedures adequate
	Proper document control	L	Retention of document policy in place	Existing procedures adequate

**COUNCILLORS PROPRIETY**

<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Members Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting	Existing procedures adequate
	Register of Members Interests	L	Register of Members Interests form to be reviewed at least on an annual basis	Members to take responsibility to update their register

**Date of review : 12<sup>th</sup> June 2017**

**Minute no:**

## RISK SCHEDULE

ITEM	FREQUENCY	LAST REVIEWED	COMMENTS / ACTIONS
<b>Assets inspection</b>	Annually		To be undertaken before end financial year
<b>Financial Matters</b> Banking Arrangements Insurance Providers VAT return completed Budget agreed Precept requested: To include contingency for election and clerk Cilca qualification Bank reconciliation overseen by Councillors Clerk's salary reviewed and documented Internal audit External audit Internal check of financial procedures	Annually Annually Annually Annually Annually Monthly Annually Annually Annually Annually	Jan 2017 May 2016 Feb 2017 Dec 2016 Jan 2017 Dec 2016 Mar 2017 May 2016 May 2016 May 2016	3 year agreement due to expire 31/5/18
<b>Administration</b> Minutes properly numbered Asset register available/updated Financial Regulations reviewed Standing orders reviewed Backups taken of computer records	Monthly Annually Annually Annually Monthly	May 2017 May 2017 May 2017	
<b>Employers Responsibilities</b> Contract of employment in place Contractors Indemnity Insurance	Annually Annually	Feb 2016 May 2017	
<b>Members' responsibilities</b> Code of Conduct adopted Register of Interests completed and updated Register of Gifts/Hospitality Declarations of Interests minuted	Ongoing Ongoing Ongoing Ongoing		
<b>Date of review : 12<sup>th</sup> June 2017</b>			
<b>Minute no:</b>			