

**FRESHFORD PARISH COUNCIL
RISK ASSESSMENT SCHEDULE 2019**

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”.

Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)

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 minimize 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 focused approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records finding
- Reviews, assesses and revises procedures as 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 unexpected or tragic circumstances	L	All current paper files and recent records are kept at the clerk’s home. In the event of the Clerk being indisposed, the Chairman to contact ALCA/SLCC for advice	Review when necessary. Chairman/Clerk to confirm current location of files and retrieval protocols and to ensure procedures below are undertaken
Shortage of councillors	Reluctance of residents to put themselves forward for election or co-option to PC	H	Chairman, Councillors and Clerk to take every opportunity to raise the matter with individual residents and to use the Community Database, The Bulletin and the APM to raise awareness.	Chairman to review annually
Meeting location	Adequacy of Health and Safety	L	Meetings are held in Freshford Memorial Hall. The premises are considered to be adequate for the Clerk, Councillors and any public who attend from a health and safety and comfort aspect	Existing procedure adequate Policy for alternative accommodation during proposed works to be considered
Council Records	Loss through theft, fire damage	L	Current/archived papers are kept in the home office of the Clerk. There is also a locked metal cabinet at the Memorial Hall for some archived documents	Damage or theft is unlikely and so provision is adequate Clerk to confirm key archived documents are in fire-proof metal boxes
Council Records electronic	Loss through damage, fire, corruption of computer	L	The Parish Council’s electronic records are stored on the Clerk’s computer. The computer software automatically backs up all files onto a shared drive and to the Cloud. The PC’s website and email correspondence is hosted on the Cloud by Google and is available through multiple devices.	Damage or theft is unlikely and so provision is adequate Chairman/Clerk to confirm that all email communication is at least copied to PC Gmail account. Clerk to confirm back-up arrangements for all other PC files.
Neighbourhood Plan	Exposure to harmful development	M	Update policy	Chairman/Clerk to schedule annual review

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 receives monthly financial information and detailed Budgets in late Autumn. The precept is an agenda item at the January meeting.	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employer's Liability, Public Liability and Fidelity Guarantee (employee dishonesty insurance) are statutory requirements	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks	L	The Council has Financial Standing Orders, which set out the requirements for online banking, cheques and reconciliation of accounts.	The Financial Standing Orders are reviewed yearly. Chair/Clerk to ensure adherence to SOs
	Loss of access through forgotten or mislaid security details	M	Clerk to ensure access details are recorded securely and a copy provided to the Chairman	Chairman/Clerk to review annually
Cash	Loss through theft or dishonesty	L	The council has no petty cash or float. Any cash transactions undertaken are fully receipted and then reimbursed monthly or paid by cheque on receipt of an invoice	Existing procedures adequate
Financial controls and records	Inadequate checks	H	Monthly reconciliation prepared by RFO and checked by the Chair of the Parish Council. Bank statement circulated to Cllrs prior to PC meeting. Two signatories on cheques and any invoices paid via BACS or standing order require two signatures confirming authorization for payment. Internal and External audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted.	PC is supported by ALCA and Clerk's membership of SLCC is paid by PC. Existing procedures adequate Ensure adequate training of Clerk to prepare reconciliation and of Chair to be able to monitor it. Process needs to be understood by all members of PC so that they can check that correct procedures are followed
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. If a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take over 15 hours.	Monitor and report any queries made under Freedom of Information Act
Clerk	Unaware of responsibilities Fraud Salary paid incorrectly	M L L	Clerk should be provided with relevant training, reference books, and access to assistance and legal advice. The requirements of Fidelity Guarantee Insurance (employee dishonesty insurance) must be adhered to. Clerk salary is paid by cheque following correct financial procedures	Membership of SLCC maintained Chair/Clerk to arrange training as necessary Chair/Clerk to confirm that appropriate procedures are in place

VAT	Re-claiming	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 Chairman, submitted to the Internal Auditor for completion and signing, then checked and sent to the External Auditor within time limit	Chairman and Clerk to review previous years' audits and returns so that they are clear about what is required

ASSETS

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Street furniture, shed, cemetery wall	Damage to streetlights or shed. Tynning wall by school collapses	M	An asset register is kept up to date and insurance is held at an appropriate level on street furniture. Regular checks are made on all equipment by members of the Council.	Include in financial statement when setting Precept

LIABILITY

Subject	Risk(s)	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted.	Existing procedures adequate
	Working Parties taking decisions	L	Ensure established with clear terms of reference	Existing procedures adequate Monitor on a monthly basis
Minutes/Agendas/ Statutory documents	Accuracy and legality Non compliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and 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 the Chairman	Existing procedures adequate Clarify responsibilities for displaying minutes and agendas 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 is undertaken.	Existing procedure adequate
Employer Liability	Non compliance with employment law	L	Undertake adequate training and seek advice from local authority if necessary	Existing procedures adequate Chair/Clerk to confirm
Legal Liability	Legal activities	M	Clerk to clarify legal position on proposals and seek advice if necessary	Existing procedures adequate
	Proper and timely reporting via minutes	L	Council always receives and approves minutes at monthly meeting	Existing procedures adequate
	Proper document control	L	Retention of documents kept in line with legal requirements	Existing procedures adequate

COUNCILLORS' PROPRIETY

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
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	Clerk to take responsibility for updating the Register