



<b>Meeting Date:</b>	<b>25<sup>th</sup> March 2020</b>
<b>Report Subject:</b>	<b>Risk Management Policy</b>
<b>Contact:</b>	<b>Clerk/Chairman</b>

#### **Ref: 24 - Risk Management Policy**

The following 3 pages identifies various risks attendant on the aspects of running a parish council.

The Policy identifies those risks, estimates the likelihood of them happening and sets out the steps to be taken to mitigate them.

## HIGHCLIFFE & WALKFORD PARISH COUNCIL \_ RISK MANAGEMENT ASSESSMENT 2020

Subject	Risks Identified	Likelihood H/M//L	Management Control of Risk	Review/Revise/ Adequate
<b>Assets</b>	Loss of, or diminution of, Assets: <ul style="list-style-type: none"> <li>➤ Roeshot Hill Allotments</li> <li>➤ Walkford Allotments</li> <li>➤ Nea Meadows Country Park</li> <li>➤ Wingfield Recreation Ground &amp; Pavilion</li> <li>➤ Lakewood Open Space</li> <li>➤ Public Benches</li> <li>➤ Office Furniture &amp; Equipment</li> <li>➤ Chain of Office</li> </ul>	M	<ul style="list-style-type: none"> <li>• Insurance Cover for all assets</li> <li>• Asset Register</li> <li>• Regular visits and inspections</li> <li>• Signage and Labelling</li> <li>• Key security</li> <li>• Fire Extinguishers</li> <li>• Annual Electrical checks</li> </ul>	Adequate
<b>Financial Risks</b>	<ul style="list-style-type: none"> <li>➤ Loss of Cash</li> <li>➤ Under-charging for use of assets</li> <li>➤ Payroll penalties by HMRC</li> <li>➤ Fraud</li> <li>➤ Bank fraud/mistake</li> </ul>	L	<ul style="list-style-type: none"> <li>• Insurance including Fidelity Guarantee</li> <li>• No petty cash on premises</li> <li>• Regular review of fees/charging policies</li> <li>• Large costs subject to quotes</li> <li>• Employment of Payroll specialist</li> <li>• Internal auditor reports</li> <li>• Systems checks including Financial Regs</li> </ul>	Adequate
<b>Councillors</b>	<ul style="list-style-type: none"> <li>➤ Loss of Councillors</li>   <li>➤ Members' Interests</li> </ul>	M  L	<ul style="list-style-type: none"> <li>• Remain quorate at all times either by following statutory process to have a bye-election or by using approved co-option process.</li> <li>• Register of Members' interests maintained;</li> <li>• Declaration of interest at every meeting</li> </ul>	Review  Adequate

Subject	Risks Identified	Likelihood H/M//L	Management Control of Risk	Review/Revise/ Adequate
<b>Budgetary Control</b>	➤ Adequacy of Precept	L	<ul style="list-style-type: none"> <li>• Budget requirements (incorporating views of residents) in December in good time to notify BCP of precept need for the year ahead.</li> </ul>	Adequate
		L	<ul style="list-style-type: none"> <li>• Sufficient general reserves maintained.</li> </ul>	Adequate
	➤ Use of S137 ➤	L	<ul style="list-style-type: none"> <li>• Each use of the power controlled by Council within statutory requirements.</li> </ul>	Adequate
	➤ Overspending available funds	L	<ul style="list-style-type: none"> <li>• Financial Regulations set out detailed requirements for control. All major expenditure authorised by Council; All large invoices inspected by Chairman; quarterly reports to Council; adequate Reserves maintained.</li> </ul>	Adequate
	➤ Financial Mis-management	L	<ul style="list-style-type: none"> <li>• Adequate records maintained and inspected; regular internal audit carried out; bank reconciliations inspected monthly by independent Councillor; online banking strictly controlled</li> </ul>	Adequate
<b>Legal Matters</b>	➤ Litigation against the Council	L	<ul style="list-style-type: none"> <li>• Public Liability insurance</li> </ul>	Adequate
	➤ Acting Ultra Vires	L	<ul style="list-style-type: none"> <li>• All proposals scrutinised by Council. If in doubt legal advice taken.</li> </ul>	Adequate

Subject	Risks Identified	Likelihood H/M/L	Management Control of Risk	Review/Revise/ Adequate
<b>Business Continuity</b>	➤ Risk of Council being unable to continue due to unexpected tragic or momentous events beyond its control	L	<ul style="list-style-type: none"> <li>• In the final analysis BCP take over duties of the parish council.</li> </ul>	Review
<b>Other Matters:</b>	<ul style="list-style-type: none"> <li>➤ Inaccurate recording of Council decisions</li> <li>➤ Annual Return late submission</li> <li>➤ Failure to comply with Freedom of Information Act</li> <li>➤ Health &amp; Safety -risks to third parties</li> <li>➤ Loss of Council records</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>• Minutes approved and signed at next meeting.</li> <li>• Signed copy approved by Council; checked by internal and external auditors.</li> <li>• Model scheme approved</li> <li>• Satisfactory Insurance cover</li> <li>• Current and recent paper records stored in locked containers; older records to be securely stored off site.</li> <li>• Electronic records stored on Clerk's computer backed up at regular intervals.</li> </ul>	<p>Adequate</p> <p>Adequate</p> <p>Adequate</p> <p>Adequate</p> <p>Review</p> <p>Review</p>
<b>Proper Officer (Clerk)</b>	Inability through sickness or otherwise to continue to discharge the duties of the post	M	If the situation arises but is thought to be temporary, provision can be made in the short term for a locum clerk to be appointed. As this would be a costly option (estimated at 30% more than our current budget) early action will be taken to secure a permanent solution.	Adequate