

**WINSTON 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 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 structures, systematic and focussed 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 records are kept at the Clerk's home. The Clerk sends a monthly back-up to the Chair. In the event of the Clerk being indisposed the Chair to contact CDALC Executive Officer.	Review when necessary. Ensure procedures below are undertaken.
Meeting location	Adequacy Health and Safety	L	Meetings are held in the Village Hall. The premise and facilities are maintained by the Village Hall Committee.	To forward any concerns to the Village Hall Committee if they arise.
Council Records	Loss through theft, fire, damage	L	Electronic back-ups of records are made on a monthly basis and sent to the Chair. All electronic and paper records are stored	Damage or theft is unlikely and so provision adequate.

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			securely at the Clerk's home which is fully alarmed.	
Council Records electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on the Clerk's personal home computer. Adequate anti-virus protection is reviewed annually by the Clerk but on a personal basis only.	Monthly back-ups of files are given to the Chair.
FINANCE:				
Subject:	Risk(s) Identified:	H/M/L	Management/Control of Risks	Review/Assess/Revise
Precept	Adequacy of precept	L	Sound budgeting to underlie annual precept. The Parish Council receives quarterly budget updates and detailed budgets throughout the year. The precept is an agenda item at the January meeting.	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee as 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 annually.
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Transactions are made or paid by cheque only, i.e. there is no cash handling.	Existing procedures adequate
Financial controls and records	Inadequate checks	L	Quarterly reconciliation checked by Parish Council. Two signatories on cheques. Internal and external audit. Any payments must be resolved and clearly minuted. The Parish Council	Existing procedures adequate

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			has the General Power of Competence.	
Freedom of Information Act	Policy Provision	L	The Council has a Publication Scheme. There have been no requests for information to date.	Monitor and report any impacts made under Freedom of Information Act.
Clerk	Loss of qualified Clerk	M	A contingency fund has been established within reserves to enable training for the CiLCA qualification in the event of the Clerk resigning. 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. Payroll has been outsourced to a specialist provider. Payroll is checked as part of the work of the internal auditor.	Purchase revised reference books. Membership of SLCC. Monitor working conditions, hours of pay and rate of pay.
	Fraud	L		
	Actions undertaken	L		
	Salary paid incorrectly	L		
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 has been established within reserves to meet the cost.	
VAT	Re-claiming	L	The Council has Financial Regulations which set out the requirement of reclaiming VAT on an annual basis.	Existing procedures adequate
Annual Return	Not submitted within time limits	L	Annual Return is completed, considered by the Internal Auditor and then signed, approved by the Council and sent on to the External Auditor within time limit.	Existing procedures adequate.

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ASSETS:				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Bus Shelter	Loss or damage Risk/damage to third party(ies)/property	L	Parish Council has one bus shelter as listed in the Asset Register. A review of asset 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
Office Equipment	Loss or damage	L	Clerk's own property	
Defibrillator	Loss or damage	L	The defibrillator is stored securely in an approved cabinet, checked month in accordance with requirements of provider and can only be used by trained individuals.	Existing procedure adequate
LIABILITY				
Subject	Risk(s) Identified	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. Ensure established with clear terms of reference.	Existing procedures adequate.
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	Existing procedures adequate. Undertake adequate training. Members to adhere to Code of Conduct.

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			be managed by the Chair.	
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	Undertaken 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	All documents are retained.	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	Members to take responsibility to update their register

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ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ACTION
Asset Inspection	Annually		To be undertaken before end of financial year.
Financial Matters: Banking arrangements Insurance providers VAT return completed Budget agreed Precept requested To include contingency for election 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 Annually On-going Annually Annually Annually Quarterly	May 2017 March 2018 April 2018 December 2017 January 2018 January 2018 August 2016 April 2018 Exemption applied for (April 2018) April 2018	
Administration: Minutes properly numbered Asset register available/updated Financial Regulations reviewed Standing Orders reviewed Backups taken of computer records	On-going On-going On-going On-going On-going	April 2018 May 2017 May 2017 Monthly	

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Employers Responsibilities: Contract of employment in place Contractors indemnity insurance	On-going On-going	May 2014 March 2018	
Members' Responsibilities: Code of Conduct adopted Register of Interests completed and updated Register of Gifts/Hospitality Declarations of Interests minuted	On-going On-going On-going On-going	May 2017 May 2017 May 2017	

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