

**DOCUMENT CONTROL**

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| Organisation  | **Stanton under Bardon Parish Council** |
| Title | **Risk Management Scheme** |
| Policy Version | **1** |
| Creator | **Joanne Lowe – Parish Clerk** |
| Adopted | **January 2024** |
| Minute Reference | **TBC** |
| Last review Date | **N/A** |
| Next Review date | **May 2025** |

**RISK MANAGEMENT POLICY**

**Introduction**

Stanton under Bardon Parish Council recognises its duty to identify and manage risks to ensure that public funds and assets are protected, and that the Council operates efficiently and transparently. This Risk Management Policy outlines the Council’s approach to identifying, assessing, and mitigating risk.

The Council is responsible for implementing effective risk management across all its activities. This document enables the Council to evaluate the risks it faces and ensure that appropriate measures are in place to minimise them.

For the purposes of this policy:

* **Risk** is defined as the possibility that an event or action could adversely affect the Council’s ability to achieve its objectives or deliver its services.
* **Risk management** refers to the process of identifying, evaluating, and controlling these risks.

This scheme provides a structured framework for the Council to manage risk and will be reviewed annually.

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| **FINANCE** |
| **Subject** | **Risk(s) Identified** | **Likelihood****H/M/L** | **Management / Control** | **Review / Assess / Revise** |
| Precept | Inadequate or excessive such that the precept is miscalculated | M | * Cllrs consulted from October onwards regarding capital items and expenditure for inclusion into following year’s budget.
* Cllrs to receive draft budget proposals by December for discussion and adoption in January.
* Members to agree suitable reserve balances for next financial year
 | Review When Necessary |
| Banking | Loss due to theft and or dishonestyInadequate checks and incorrect reconciliation | ML | * Cllrs receive monthly finance statements to check income and expenditure against bank reconciliations.
* Internal audit
* Payments approved by Council through draft payment list prepared by the Clerk/RFO
* Fidelity guarantee insurance
* No petty cash is maintained
* Financial Regulations are in place and annually reviewed.
* Councillors receive monthly finance statements to check income and expenditure.
 | Financial Regulations reviewed annually |
| Expenditure | Expenditure outside of budgetUnauthorised paymentsCouncil is unable to meet its liabilities | MLL | * All expenditure to be included in the annual budget and controlled by Financial Regulations
* Clerk approves invoices prior to payment.
* Cllrs receive monthly finance statements to check income and expenditure against bank reconciliations.
* Councillors receive quarterly budget statements showing how expenditure is progressing against budget items
* Internal audit
* Payments approved at Council meetings
* Cllrs receive monthly finance statements to check income and expenditure against bank reconciliations.
* Internal audit
* Preparation of annual budget incorporating contingency funds, allocated and unallocated reserves.
* Retention of reserves equivalent to six months expenditure
* Significant level of Council investments
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| Income | Council doesn’t receive all the income to which it is entitled |  | * Clerk to review non-precept sources of income during the budget setting process
* Professional valuation of agricultural land and rent review
* Regular upkeep of allotment plotholders and VA tenants
* Banking is made as soon as possible following receipt either in person or by post.
* Issue of reminders etc regarding unpaid invoices
* Encourage the use of payment via BACS or internet transfer over cheque payments
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| Insurance | The Council has adequate cover for its activities | M | * Annual review of insurance arrangements and schedule. Update asset register as required.
* Employers Liability, public liability, and fidelity guarantee are in place and offer suitable cover.
 | Review provision and compliance annually |
| Financial controls and records | Inadequate checks | L | * Financial Regulations are in place and annually reviewed.
* Councillors receive monthly finance statements to check income and expenditure.
* Monthly bank reconciliations are checked by Councillors at meetings.
 | Financial Regulations reviewed annually |
| Best Value Accountability | Work awarded incorrectlyOverspending on services | LM | * Procurement policy adopted in January 2024 that requires 3 quotes above work totalling £100.
* For major work, competitive tenders are produced by the Clerk
 | Review When Necessary |
| Freedom of Information Act | Obligations of the Freedom of Information Act | M | * Council has an update to date model Publication Scheme in place.
* Policy is in place and clear guidance for responding to FoI requests.
* Extra information about the Council is also available to view on the Council’s website.
* Adequate filing systems
 | Review When Necessary |
| Data Protection | Obligations of the protection of data | M | * Data Protection policy in place with clear guidance for the Council in adhering to Data Protection act / GDPR.
* Adequate filing systems
* Computer password protected, files are saved remotely
* Security of legal documents in a safe area with restricted access
 | Clerk to attend data protection training in 2024Review When Necessary |
| Election costs | Unbudgeted cost | L | * Council has adequate reserves to cover the cost of an election.
* A budget item will be created for each election year and an allocated reserve will be held to cover the cost of any contested elections
 | Review When Necessary |
| VAT | Reclaiming | L | * VAT is reclaimed from HMRC every quarter
 | Review When Necessary |

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| Internal and External Audit | Non compliance with annual returnNot submitted within timeframeIncorrect completion | LL | * Internal audit report to council
* Appointment of an LRALC internal auditor to ensure competency and that appropriate scrutiny is applied
* Date of the internal audit and completion of annual return to be approved by 31st June annually
* Internal Auditor checks end-of-year figures and document
 | Review When Necessary |

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| **ASSETS AND PEOPLE** |
| **Subject** | **Risk(s) Identified** | **Likelihood****H/M/L** | **Management / Control** | **Review / Assess / Revise** |
| Assets | Protection of tangible assetsProtection of BuildingsProtection of land | MHM | * Monthly check on playground by Parish Warden
* Annual playground assessment by qualified RoSPA inspector
* Maintenance of asset register recording location, cost or value
* Adequate reserves in budget to cover repair costs or replace where appropriate
* Regular review of register for insurance purposes
* All assets are insured under the Council’s policies
* The Council ensures compliance with the insurance company’s terms and conditions e.g. maintenance of inspection records etc
* Adequate security at Clerks Office
* Council ensures adequate buildings insurance
* Ensures SUBVHT is compliant with lease provisions
* SUBVHT is responsible for internal H&S and maintains sufficient insurance cover
* Ensure all Council owned land is recorded in the asset register
* Periodic review of valuations
* Periodic review of land leases
 | Introduction of an annual tree survey? Review procedures annually / Assessment Required |
| **Council Records** | Loss through theft, fire, damage, or corruption | M | * Ensure adequate backups are in place and documents are saved remotely.
* Ensure anti-virus protection is in place.
* Ensure Clerk’s office is locked outside working hours.
* Ensure the continuation of security contractor to respond to alarm call outs.
* Ensure the ongoing maintenance and service of the fire alarm and security alarm.
 | Revise When Necessary |
| **Staff** | Protection of staffEmployment contractLoss of Clerk/ RFOFraud / IncompetenceLong term illness or incapacity | MMMLM | * Code of conduct in place to regulate Cllr behaviour
* Employer’s liability insurance cover in place
* Adherence to HSE requirements in the workplace
* Membership of SLCC
* Retain ongoing professional assistance for all HR issues – eg LRALC
* Annual appraisal and review of performance against job description
* Ensure grievance procedure in place
* Maintain leave and sickness records
* Notice period built into contract
* Fidelity Guarantee included in Council’s insurance.
* CiLCA course undertaken and training budget allocated
* Fidelity Guarantee included in Council’s insurance.
* Substitution by member(s)
* Engagement of locum
* Details of passwords left in possession of the Chair.
* Retain membership of LRALC for appropriate assistance
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| Councillors | ProprietyInterests not declared at meetings / interests out of date | MM | * Code of conduct in place
* Register of members interests (available on website)
* Requirement to disclose disclosable pecuniary interests –agenda item at all meetings
* Training budget allocated each year
* Cllrs have duty to declare all interests at meetings
* Ensure that register of interests updated
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| Complaints | Complaints against councillors and its employees | M | * The Council has a complaints procedure which has been published on the Council’s website
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| **ASSETS & LIABILITY** |
| **Subject** | **Risk(s) Identified** | **Likelihood****H/M/L** | **Management / Control** | **Review / Assess / Revise** |
| Public injury claims | Claims brought by members of the public on Council owned land, buildings or assets | **M****H** | * Adequate public liability insurance in place (£10m indemnity)
* Risk assessments carried out for all Council activities as well as annual risk assessments on all all Council owned land and buildings
* Ensure all Council contractors are properly insured e.g. public and employer’s liability insurance
* Ensure monthly checks on playground equipment by Parish Warden
* Ensure annual playground assessment by qualified inspector
* Act immediately on issues and recommendations
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| Employer Liability Claims | Non-compliance with employment law | **L** | Insurance in place (£10m indemnity) Clerk to undertake relevant training to keep knowledge up to dateOngoing membership to SLCC, LRALC to access advice and support | Review annually |
| Minutes, Agendas and other Statutory documents | AccuracyLegality Non-compliance | **L** | Minutes & Agendas produced using prescribed methods that adhere to legal requirementsDraft minutes approved & signed at next meetingBusiness conducted at the Council managed by the ChairmanAdequate Cllr training & developmentInformation on adopted policies shared on Council websiteMembers familiar with and adhere to adopted policies and code of conduct  | Review When Necessary |
| Legal powers | Legality of activities Unauthorised Decisions | **L** | * Decisions and payments made only within the powers of the Parish Council, resolved at properly convened council meetings and minuted accordingly.
* Clerk to clarify legal positions on proposals
* Indemnity insurance of £500,000
 | Review procedures annually |

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| **RISK ASSESSMENT SCHEDULE** |
| **ITEM** | **FREQUENCY** | **PERSON** **RESPONSIBLE** | **LAST REVIEW** | **NEXT REVIEW** | **COMMENTS / ACTIONS** |
| **Asset Inspections:**Recreation AreaAllotments x 2War Memorial | MonthlyMonthly Monthly | Parish WardenParish WardenParish Warden | N/AN/AN/A | February 2024February 2024February 2024 | Records kept securely in Clerks OfficeIssues to be brought to the attention of the Parish Council immediately |
| **Parish Council Insurance** **including:**Public LiabilityEmployers LiabilityFidelity GuaranteePersonal AccidentFixed Assets | Annually Annually Annually Annually Parish Clerk | Parish ClerkParish ClerkParish ClerkParish ClerkParish Clerk | June 2023June 2023June 2023June 2023June 2023 | June 2024June 2024June 2024June 2024June 2024 |  |
| **Financial Matters**Banking ArrangementsVAT ReturnsBudget AgreedPrecept RequestedBank ReconciliationBudget MonitoringSalary ReviewInternal AuditExternal AuditInternal ControlsFinancial Regulations | As Appropriate AnnuallyAnnuallyAnnuallyMonthlyQuarterlyAs AppropriateAnnuallyAnnuallyOngoingAnnually | Parish Clerk/RFOParish Clerk/RFOParish Clerk/RFOParish Clerk/RFOParish Clerk/RFOParish Clerk/RFOParish CouncilParish Clerk/RFOParish Clerk/RFOParish Clerk/RFOParish Clerk/RFO | November 2023December 2023January 2024January 2024OngoingJanuary 2024February 2023April-June 2023June-Sept 2023January 2024May 2023 | N/AMarch 2024January 2025January 2025OngoingApril 2024N/AApril-June 2024June-Sept 2024N/AMay 2024 | Agreed with contract when Clerk started employmentCore policies re-adopted at Annual Parish Council meeting each May |
| **Administration**Agenda published and minutes recorded Meetings properly convened Asset Register available and up to dateStanding orders and financial regulations reviewedComputer backed up | As AppropriateAs AppropriateAs AppropriateAnnuallyDaily | Parish Clerk/RFOParish Clerk/RFOParish Clerk/RFOParish Clerk/RFOParish Clerk/RFO | OngoingOngoingOngoingMay 2023Ongoing | N/AN/AN/AMay 2024N/A | Core policies re-adopted at Annual Parish Council meeting each May |
| **Employers Responsibilities**Employment ContractStaff AppraisalsTraining and DevelopmentContractors Indemnity Contractors InsuranceHealth and Safety Policy | AnnuallyAnnuallyOngoingAs AppropriateAs AppropriateEvery 2 years | Clerk / Parish CouncilClerk / Parish CouncilClerk / Parish CouncilParish Clerk/RFOParish Clerk/RFOParish Clerk/RFO | March 2023 January 2024OngoingOngoingOngoingMay 2023 | March 2024January 2025OngoingOngoingOngoingMay 2025 | Revisions follows appraisal processAllocated budget item from 2024-25 |
| **Member Responsibilities**Code of Conduct adoptedRegister of gifts / hospitatityRegister of Interests completed and up to date | AnnuallyAs AppropriateOngoing | Clerk / Parish CouncilClerk / Parish CouncilParish Councillors | May 2023N/AMay 2023OngoingOngoing | May 2024N/AOngoing | Core policies re-adopted at Annual Parish Council meeting each MayRegister of interests should be updated where appropriate, when new Cllrs join or at the start of a new term (4 years) |