



DOCUMENT CONTROL

Organisation	Stanton under Bardon Parish Council
Title	Risk Management Scheme
Policy Version	1
Creator	Joanne Lowe – Parish Clerk
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RISK MANAGEMENT SCHEME

Introduction

Stanton under Bardon Parish Council is responsible for putting into place measures for the management of risk in respect of all activities of the Parish Council. 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. **“Risk”** is defined as the threat that an event or action will adversely affect the council’s ability to achieve its objectives or enact its strategies. **“Risk management”** is the process by which risks are identified and evaluated with a view to exercising control and mitigation.

This risk management scheme forms a framework by which the parish council can take steps to minimise identified risks. This scheme will be reviewed on an annual basis.

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	<ul style="list-style-type: none"> • 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. 	Review When Necessary

			<ul style="list-style-type: none"> • Members to agree suitable reserve balances for next financial year 	
Banking	Loss due to theft and or dishonesty	M	<ul style="list-style-type: none"> • 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 reviewed annually
	Inadequate checks and incorrect reconciliation	L	<ul style="list-style-type: none"> • Financial Regulations are in place and annually reviewed. • Councillors receive monthly finance statements to check income and expenditure. 	
Expenditure	Expenditure outside of budget	M	<ul style="list-style-type: none"> • 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 	
	Unauthorised payments	L	<ul style="list-style-type: none"> • Payments approved at Council meetings • Cllrs receive monthly finance statements to check income and expenditure against bank reconciliations. • Internal audit 	
	Council is unable to meet its liabilities	L	<ul style="list-style-type: none"> • Preparation of annual budget incorporating contingency funds, allocated and unallocated reserves. • Retention of reserves equivalent to six months expenditure • Significant level of Council investments 	
Income	Council doesn't receive all the income to which it is entitled		<ul style="list-style-type: none"> • Clerk to review non-precept sources of income during the budget setting process 	

			<ul style="list-style-type: none"> • Professional valuation of agricultural land and rent review • Regular upkeep of allotment ploholders 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 	
Insurance	The Council has adequate cover for its activities	M	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 incorrectly Overspending on services	L M	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Council has an update to date model Publication Scheme in place. • Policy is in place and clear guidance for responding to Fol 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	<ul style="list-style-type: none"> • 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 2024 Review When Necessary
Election costs	Unbudgeted cost	L	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • VAT is reclaimed from HMRC every quarter 	Review When Necessary
Internal and External Audit	Non compliance with annual return Not submitted within timeframe Incorrect completion	L L	<ul style="list-style-type: none"> • 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

ASSETS AND PEOPLE				
Subject	Risk(s) Identified	Likelihood H/M/L	Management / Control	Review / Assess / Revise
Assets	Protection of tangible assets	M	<ul style="list-style-type: none"> • 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 	Introduction of an annual tree survey? Review procedures annually / Assessment Required

	<p>Protection of Buildings</p> <p>Protection of land</p>	<p>H</p> <p>M</p>	<ul style="list-style-type: none"> • 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 	
Council Records	Loss through theft, fire, damage, or corruption	M	<ul style="list-style-type: none"> • 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 staff	M	<ul style="list-style-type: none"> • 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 	
	Employment contract	M	<ul style="list-style-type: none"> • 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 	
	Loss of Clerk/ RFO	M	<ul style="list-style-type: none"> • Notice period built into contract • Fidelity Guarantee included in Council's insurance. 	
	Fraud / Incompetence	L	<ul style="list-style-type: none"> • CiLCA course undertaken and training budget allocated • Fidelity Guarantee included in Council's insurance. 	
	Long term illness or incapacity	M	<ul style="list-style-type: none"> • Substitution by member(s) • Engagement of locum • Details of passwords left in possession of the Chair. • Retain membership of LRALC for appropriate assistance 	

Councillors	Propriety	M	<ul style="list-style-type: none"> • 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 	
	Interests not declared at meetings / interests out of date	M	<ul style="list-style-type: none"> • Cllrs have duty to declare all interests at meetings • Ensure that register of interests updated 	
Complaints	Complaints against councillors and its employees	M	<ul style="list-style-type: none"> • The Council has a complaints procedure which has been published on the Council’s website 	

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	<p>M</p> <p>H</p>	<ul style="list-style-type: none"> • 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 • 	

Employer Liability Claims	Non-compliance with employment law	L	<p>Insurance in place (£10m indemnity)</p> <p>Clerk to undertake relevant training to keep knowledge up to date</p> <p>Ongoing membership to SLCC, LRALC to access advice and support</p>	Review annually
Minutes, Agendas and other Statutory documents	<p>Accuracy</p> <p>Legality</p> <p>Non-compliance</p>	L	<p>Minutes & Agendas produced using prescribed methods that adhere to legal requirements</p> <p>Draft minutes approved & signed at next meeting</p> <p>Business conducted at the Council managed by the Chairman</p> <p>Adequate Cllr training & development</p> <p>Information on adopted policies shared on Council website</p> <p>Members familiar with and adhere to adopted policies and code of conduct</p>	Review When Necessary
Legal powers	<p>Legality of activities</p> <p>Unauthorised Decisions</p>	L	<ul style="list-style-type: none"> • 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

RISK ASSESSMENT SCHEDULE					
ITEM	FREQUENCY	PERSON RESPONSIBLE	LAST REVIEW	NEXT REVIEW	COMMENTS / ACTIONS
Asset Inspections: Recreation Area Allotments x 2 War Memorial	Monthly Monthly Monthly	Parish Warden Parish Warden Parish Warden	N/A N/A N/A	February 2024 February 2024 February 2024	Records kept securely in Clerks Office Issues to be brought to the attention of the Parish Council immediately
Parish Council Insurance including: Public Liability Employers Liability Fidelity Guarantee Personal Accident Fixed Assets	Annually Annually Annually Annually Parish Clerk	Parish Clerk Parish Clerk Parish Clerk Parish Clerk Parish Clerk	June 2023 June 2023 June 2023 June 2023 June 2023	June 2024 June 2024 June 2024 June 2024 June 2024	
Financial Matters Banking Arrangements VAT Returns Budget Agreed Precept Requested Bank Reconciliation Budget Monitoring Salary Review Internal Audit External Audit Internal Controls Financial Regulations	As Appropriate Annually Annually Annually Monthly Quarterly As Appropriate Annually Annually Ongoing Annually	Parish Clerk/RFO Parish Clerk/RFO Parish Clerk/RFO Parish Clerk/RFO Parish Clerk/RFO Parish Clerk/RFO Parish Council Parish Clerk/RFO Parish Clerk/RFO Parish Clerk/RFO Parish Clerk/RFO	November 2023 December 2023 January 2024 January 2024 Ongoing January 2024 February 2023 April-June 2023 June-Sept 2023 January 2024 May 2023	N/A March 2024 January 2025 January 2025 Ongoing April 2024 N/A April-June 2024 June-Sept 2024 N/A May 2024	Agreed with contract when Clerk started employment Core policies re-adopted at Annual Parish Council meeting each May
Administration Agenda published and minutes recorded	As Appropriate	Parish Clerk/RFO	Ongoing	N/A	

Meetings properly convened	As Appropriate	Parish Clerk/RFO	Ongoing	N/A	Core policies re-adopted at Annual Parish Council meeting each May
Asset Register available and up to date	As Appropriate	Parish Clerk/RFO	Ongoing	N/A	
Standing orders and financial regulations reviewed	Annually	Parish Clerk/RFO	May 2023	May 2024	
Computer backed up	Daily	Parish Clerk/RFO	Ongoing	N/A	
Employers Responsibilities					
Employment Contract	Annually	Clerk / Parish Council	March 2023	March 2024	Revisions follows appraisal process
Staff Appraisals	Annually	Clerk / Parish Council	January 2024	January 2025	Allocated budget item from 2024-25
Training and Development	Ongoing	Clerk / Parish Council	Ongoing	Ongoing	
Contractors Indemnity	As Appropriate	Parish Clerk/RFO	Ongoing	Ongoing	
Contractors Insurance	As Appropriate	Parish Clerk/RFO	Ongoing	Ongoing	
Health and Safety Policy	Every 2 years	Parish Clerk/RFO	May 2023	May 2025	
Member Responsibilities					
Code of Conduct adopted	Annually	Clerk / Parish Council	May 2023	May 2024	Core policies re-adopted at Annual Parish Council meeting each May
Register of gifts / hospitality	As Appropriate	Clerk / Parish Council	N/A	N/A	
Register of Interests completed and up to date	Ongoing	Parish Councillors	May 2023 Ongoing Ongoing	Ongoing	