**PLUMTREE PARISH COUNCIL**

**RISK MANAGEMENT SCHEME – Reviewed May 2025**

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 itself 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 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 findings

• Reviews, assesses and revises procedures if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Risk Identified** | **Level of Risk Low, Medium or High** | **Risk Mitigation** | **Review** |
| **FINANCE** |  |  |  |  |
| Precept | Inadequate finances | L | Budget monitored throughout the year and set annually. | Reviewed annually in January. |
| Financial Records | Loss | L | Computer records are backed up. Hard copies are held by the Clerk in a secured cabinet. Copies of documents are also stored within the email system and website. | Reviewed annually in May. |
| Salary/PAYE | Incorrect recording/payment | L | Processed by an accountant and approved quarterly by the Council. | Reviewed quarterly. |
| VAT | Incorrect recording/claims | L | Internal Audit to check and claim submitted once a year. | Reviewed annually in May. |
| Banking | Errors or fraud | M | Regular bank reconciliations and Financial Regulations/Internal Controls are kept up to date. Fidelity Guarantee. | Reviewed annually in May. |
| Election Costs | Cost of election | M | This cannot be mitigated in an election year. Election costs to come out of capital reserves where necessary. | As necessary. |
| Insurance | Inadequate cover | M | New assets added to the Asset Register and insurance informed as soon as acquired. | Reviewed annually in May. |
| Annual Return | Errors | L | Reviewed by the Internal Auditor and Councillors prior to submission. | Reviewed annually in May. |
| Powers | Illegal actions | L | Clerk to seek advice from NALC/SLCC where necessary. | As necessary. |
| **ADMINISTRATION** |  |  |  |  |
| Clerk | Resignation or illness. | L | Locum Clerk to be sourced from NALC. | As necessary. |
| Records/Minutes | Loss through fire. | L | Hard copies are held by the Clerk in a secured cabinet and electronic copies are backed up quarterly. Files are also saved within the email system and on the website. | Reviewed annually in May. |
| Data Protection | Errors and breach of security. | M | Councillors and Clerk to take necessary security preventative measures including password protected devices and sufficient anti-virus software. Clerk to ensure the Council comply with GDPR legislation. Continue registration with the Information Commissioners Office. | Reviewed annually in May. |
| Minutes/agendas/ Notices and Statutory Documents | Accuracy and legality  Business conduct | L  L | Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements.  Business conducted at Council meetings should be managed by the Chair. | Existing procedures adequate.  Members adhere to Code of Conduct |
| Web site | Out of date  Hacked by third party | M  L | Clerk ensures content is updated.  Website provided by reputable company and kept up to date. | Existing procedures considered adequate, review annually. |
| Freedom of Information | FOI Request errors | L | Keep Publication Scheme up to date. | Reviewed annually in May. |
| Meeting locations | Adequacy & Health & Safety  Loss of facilities due to fire etc. | L  L | The Parish Council meeting is held in the Burnside Memorial Hall which is considered to have appropriate facilities for the clerk, councillors and the general public.  In the event of the Burnside Memorial Hall being unavailable the church could be used. | Existing procedure adequate. |
| **ASSETS** |  |  |  |  |
| Street furniture | Damage and safety | L | Ensure adequate insurance for damage and public liability cover. Annual check for safety issues and maintenance carried out as necessary. | Reviewed annually in May. |
| **OFFICE EQUIPMENT** |  |  |  |  |
| Laptop and Printer | Damage, theft or failure | L | Items provided by the clerk, file back ups are completed quarterly. Devices are password protected. | Existing procedures adequate, reviewed annually. |
| **EMPLOYEES** |  |  |  |  |
| Health and Safety | Accident | L | Employer’s Liability insurance in place. Adequate training and risk assessment. | Reviewed annually in May. |
| Employment | Grievance/dispute | L | Routine appraisals to be carried out. Ongoing training provided. | Reviewed annually. |
| **COUNCILLORS** |  |  |  |  |
| Member Interests | Conflict of Interest | L | Register of Interests is completed at start of term and Councillors should update as necessary. Councillors declare interests at meetings. | Annually in May and ongoing at each meeting. |
| **PUBLIC** |  |  |  |  |
| Public Liability | Accident or injury to the public | M | Health and safety advice and protective equipment provided at village litter picks. Annual safety check of assets. Adequate insurance cover. | Annually in May. |