

Introduction

Dadlington & Sutton Cheney Parish Council is responsible for putting in place arrangements for the management of risk in respect of all activities of the 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 here 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 therefore forms a framework by which the parish council can take steps to minimise identified risks.

The Parish Council will carry out a review of risks on an annual basis. In conjunction with this, when considering any new activity, the Council will prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

MANAGEMENT					
Subject	Risk(s) Identified	Likelihood H/M/L	Management / Control	Review / Assess / Revise	
Business Continuity	Council unable to continue its business due to an unexpected or tragic circumstance	L	Hard drive backup weekly. Details of passwords left in possession of the Chair. Contact LRALC for assistance.	Review When Necessary	
Meeting location	Health & Safety. Accessibility/Adequacy	L	The current venue for Council meetings is considered adequate. If this changes, arrange alternate venues for meetings. Secure contacts for other keyholders.	Review When Necessary	
Council Records	Loss through theft, fire, damage, or corruption	M	Ensure security of Clerk's home. Ensure adequate backups are in place. Ensure anti-virus is in place.	Revise Annually	



		F	FINANCE	
Subject Risk(s) Identified Likelihood H/M/L		Management / Control	Review / Assess / Revise	
Precept	Adequacy of precept	M	Careful financial planning and forward planning steer the precept-setting process. Draft precept considered in December and confirmed at January meeting. Councillors receive monthly statements from the Clerk/RFO of how the accounts are performing against the budget. Councillors receive monthly finance statements to check income and expenditure.	Review When Necessary
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
Banking	Inadequate checks Incorrect reconciliation	L	Financial Regulations are in place. Bank reconciliations are checked by Councillors.	Financial Regulations reviewed annually
Financial controls and records	Inadequate checks	L	Financial Regulations are in place. Councillors checks all payments and budget spending	Financial Regulations reviewed annually
Best Value Accountability	Work awarded incorrectly Overspending on services	L M	Procurement policy adopted that requires 3 quotes above work totalling £300. For major work, competitive tenders are produced by the Clerk	Review When Necessary
Freedom of Information Act	Policy Provision	L M	The Council has a Model Publication Scheme in place. Policy in place and clear guidance for responding to Fol requests	Review When Necessary
Data Protection	Policy Provision	L	Policy in place and clear guidance for the Council in adhering to Data Protection laws	Review When Necessary







Clerk/ RFO	Loss of Clerk/ RFO	М	Notice period built into contract	Review When Necessary
	Fraud	L	Fidelity Guarantee insured.	
	Incompetence	L	Councillors monitor accounts.	
	Payroll	L	CiLCA course undertaken and training budget	
			allocated.	
			Outside company processes	
Election costs	Unbudgeted cost	L	Council has adequate reserves to cover the cost	Review When Necessary
			of an election.	
			A budget item will be allocated each election year	
VAT	Reclaiming	L	VAT is reclaimed from HMRC every 12 months	Review When Necessary
			each January	
Annual Return	Not submitted within timeframe	L	Timeframe chosen to coincide with June council	Review When Necessary
	Incorrect completion	L	meeting	
			Internal Auditor checks end-of-year figures and	
			document	

ASSETS					
Subject	Risk(s) Identified	Likelihood H/M/L	Management / Control	Review / Assess / Revise	
Dadlington Village	Public Injury	M	Quarterly checks on benches and dog/litter bins.	Review procedures	
Green	Damage	М	Tri-annual tree survey.	annually / Assessment	
Sutton Cheney	Loss		Covered by public liability insurance.	Required	
Allotments					
Shenton War					
Memorial					
Noticeboards	Injury	L	Located in areas away from high passing footfall	Review When Necessary	
	Damage		Public Liability Insurance in place		
	Loss				
Office equipment	Staff injury	L	Fixed Asset Register updated as required	Review When Necessary	
	Damage		Adequate security at Clerk's home		
	Loss		Employers' Liability Insurance in place		







Speed Monitoring	Equipment Failure	M	Adequate reserves in budget to cover repair costs.	Review When Necessary
Signs			Long term plan to replace with new models.	
Streetlights	Equipment Failure	Н	Adequate reserves in budget to cover repair costs. Longer term plan to replace with newer more efficient models that will be managed by LCC.	Review When Necessary

	LIABILITY					
Subject	Risk(s) Identified	Likelihood H/M/L	Management / Control	Review / Assess / Revise		
Legal powers	Illegal activity Unauthorised Decisions	L	Decisions and payments made only within the powers of the Parish Council, resolved at council meetings and minuted. Terms of reference outlined in Standing Orders and reviewed annually.	Review procedures annually		
Minutes, Agendas and other Statutory documents	Accuracy Legality Non-compliance	ı	Minutes & Agendas produced in the prescribed method and adhere to legal requirements Draft minutes approved & signed at next meeting Business conducted at the Council is managed by the Chairman Adequate Cllr training & development Members familiar with and adhere to adopted Code of Conduct	Review When Necessary		
Public Liability	Public Liability Risk to third party, property, or individuals	M	Insurance in place (£10m indemnity) Risk assessments carried out for all Council activities	Review annually		
Employer Liability	Non-compliance with employment law	L	Insurance in place (£10m indemnity) Clerk to undertake relevant training to keep knowledge up to date - ACAS, SLCC, LRALC, HMRC, HSE, etc	Review annually		
Legal liability	Legality of activities Proper and timely reporting via Minutes	М	Clerk to clarify legal position on proposals and clarify situation if necessary Official's indemnity £500,000 Retention of Documents Policy in place	Assessment needed		



	Proper document control			
Members'	Interests not declared at meetings	M	Cllrs have duty to declare interest on Agenda	Review When Necessary
interests	Interests out of date		items	

ITEM	FREQUENCY	COMMENTS / ACTIONS
Asset Inspection: Dadlington Village Green Sutton Cheney Allotments Shenton War Memorial Parish Owned Trees	Quarterly (Clerk) Quarterly (Clerk) Quarterly (Clerk) Tri-annually (Leicestershire County Council	Records kept securely at Clerks Address
Parish Council Insurance including: Public Liability Employers Liability Fidelity Guarantee Personal Accident Fixed Assets	(Check when renewal date is) (find amounts)	Reviewed annually as part of the renewal process.
Financial Matters Banking Arrangements Insurance Providers VAT Returns Budget Agreed Precept Requested Bank Reconciliation Budget Monitoring Salary Review Internal Audit	As Appropriate Annually Annually Annually Annually Monthly Monthly Annually Annually	



External Audit	Annually	
Internal Controls	Annually	
Financial Regulations	Annually	
Administration		
Minutes properly numbered	Monthly	
Asset Register available and up to		
date	Annually	
Standing Orders reviewed	Annually	
Computer backed up	Monthly	
Employers Responsibilities		
Employment Contract	Annually	
Staff Appraisals	Annually	
Training and Development	Ongoing	
Contractors Indemnity Insurance	Annually	
Health and Safety Policy	Annually	
Member Responsibilities		
Code of Conduct adopted	Annually	
Register of Interests completed	Ongoing	
and up to date		
Register of gifts / hospitality	Ongoing	
Declaration of interests minuted	Ongoing	