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| **South Wootton 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 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 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 are backed up regularly and stored with ECS. In the event of the Clerk being indisposed the Assistant Clerk will take over duties and seek advice and help if required. | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Review when necessary.    Ensure procedures below are undertaken |  |  |  |  | |
| Meeting Location | Adequacy  Health and Safety | L | | Meetings are held in the Parish Office Meeting Room. Regular Fire Alarm/Extinguisher checks take place.  The premises are maintained by the Parish Council. | |  |
| Council Records | Loss through theft, fire, damage | L | | Records are retained within the Parish Office and Garage area. | | Damage or theft is unlikely and so provision is adequate. |
| Council Records Electronic | Loss through damage, fire, corruption of computer. | M | | The Parish Council’s electronic records are stored and saved via an online process with ECS Computers. Backups are done on a regular basis. Adequate anti virus protection is renewed annually. | | Electronic back-up carried out and paid by ECS. |
| **FINANCE** |  | | | | | |
| **Subject** | **Risk(s) Identified** | | **H/M/L** | | **Management/Control of Risk** | **Review/Assess/Revise** |
| Precept | Adequacy of precept | | L | | Sound budgeting to underlie annual precept. The Parish Council asks for Budget Requests and discusses the Precept for the following year with all Councillors invited to the Finance Meeting in January. The Precept proposal is then ratified at the January full Parish Council meeting.  Quarterly Finance meetings take place during the year and are reported to the full Parish Council. | Existing procedure adequate. |
| Insurance | Adequacy  Cost  Compliance  Fidelity Guarantee | | L  L  L  M | | The Insurance is reviewed towards the end of the term or sooner if required by additional items being added.  Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. | Existing procedure adequate.  Review provision at point of new cover. |
| Banking | Inadequate checks | | L | | The Council has Financial Regulations which set out the requirements for banking, cheques, direct debits and reconciliation of accounts. | Existing procedures adequate.  Bank reconciliation carried out every month within full Council meeting.  Review Financial Regulations as necessary. |
| Cash | Loss through theft or dishonesty | | L | | The Council has no petty cash or float. Transactions are made by cheque. | Existing procedures adequate. |
| Financial controls and records | Inadequate checks | | L | | Monthly reconciliation checked by Parish Council. Three signatories on cheques. Internal and External Audit. All payments approved and clearly minuted. | Existing procedures adequate. |
| Freedom of Information Act | Policy Provision | | L | | The Council has a model publication scheme for Local Councils in place. There have been no requests for information to date. | Monitor and report any impacts made under the Freedom of Information Act. |
| Clerk | Loss of qualified Clerk  Fraud  Actions undertaken | | L  L  L | | The Assistant Clerk will undergo the CILCA training when the next course date is announced.  All Financial checks and controls in place.  The Clerk should be provided with relevant training, reference books, access to assistance and legal advice. | Make sure adequate funds are available for training.  Existing procedures adequate.  Membership to SLCC, access to training etc |
| Election Costs | Risk of Election Costs | | M | | Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. Make provision as required in the financial year approaching election. | Include financial provision in budget when required. |
| Annual Return | Not submitted within time limits | | L | | Annual return is completed and signed by the Council, submitted to the Internal Auditor for completion and signed, then checked and sent on to the External Auditor within the time limit. | Existing procedures adequate. |
| **ASSETS** |  | | | | | |
| **Subject** | **Risk(s) Identified** | | **H/M/L** | | **Management/Control of Risk** | **Review/Access/Revise** |
| Legal Powers | Illegal activity or payment | | L | | All activity and payments made within the powers of the Parish Council, resolved and clearly minuted. | 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 be managed by Chair. | Existing procedures adequate.  Undertake adequate training.  Members to adhere to Code of Conduct. |
| Public Liability | Risk to third party, property or individuals | | L | | Insurance in place. Risks Assessments carried out for individual events. | Existing procedures adequate. |
| Employer Liability | Non-compliance with Employment Law | | L | | Undertake training and seek advice where necessary. | Existing procedures adequate. |
| Legal Liability | Legality of activities  Proper and timely reporting via Minutes  Proper Document control | | L  L  L | | Clerk to clarify legal position on proposals and to seek advice if necessary.  Council always receives and approves minutes at monthly meetings.  Follow Parish Council document control procedures | Existing procedures adequate.  Exiting Procedures adequate.  Existing procedures adequate. |
| **COUNCILLORS PROPRIETY** |  | | | | | |
| Members Interests | Conflict of Interest  Register of Members Interests | | M  L | | Councillors have a duty to declare any interest at the start of the meeting.  Register of Members Interests form to be reviewed on an Annual Basis | Existing procedures adequate.  Members to take responsibility and update their register. |

**RISK SCHEDULE**

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| **ITEM** | **FREQUENCY** | **LAST REVIEWED** | **COMMENTS/ACTIONS** |
| **Financial Matters** |  | | |
| Banking Arrangements | Annually | January 2015 |  |
| Insurance Providers | As per term (3Years) | May 2014 | Review for May 2017 |
| VAT Return | Annually | April 2015 |  |
| Budget Agreed | Quarterly | October 2015 | Next review January 2016 |
| Precept requested | Annually | February 2015 |  |
| Bank Reconciliation | Monthly | December 2015 |  |
| Staff Salary reviews | Annually | October 2015 |  |
| Internal Audit | Annually | May 2015 |  |
| External Audit | Annually | May 2015 |  |
| Internal check of financial procedures | Annually | January 2015 | Review January 2016 |
| **Administration** |  | | |
| Minutes properly numbered | Ongoing | December 2015 |  |
| Assets Register available/updated | Ongoing | May 2015 |  |
| Financial Regulations reviewed | Ongoing | Nov 2013 | Review November 2016 |
| Standing Orders review | Ongoing | Nov 2013 | Review November 2016 |
| Backup taken of computer records | Weekly |  |  |
| **Employers Responsibilities** |  |  |  |
| Contract of employment in place | Annually | April 2016 |  |
| **Members’ Responsibilities** |  |  |  |
| Code of Conduct adopted | Ongoing | July 2012 |  |
| Register of Interests completed and updated | Ongoing | May 2015 |  |
| Declarations of Interests minuted | Ongoing |  |  |