

Coxheath Parish Council - Corporate Risk Management Policy

The Parish Council is responsible for putting in place arrangements for the management of risk. The Clerk with the Chair shall prepare, for approval by the council, risk management policy and assessment in respect of all activities of the council. Risk policy statements and consequential risk management arrangements, shall be reviewed by the Council at least annually.

When considering any new activity, the Clerk with the Chair shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

Major Threat

The greatest risk facing the council is not being able to deliver the activity or services expected by village residents.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable the Parish Council to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, making sure that all employees are made aware of the results of the risk assessment.

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. In conducting this exercise, the following main points have been followed and the register constructed accordingly.

Identify the areas to be reviewed.

Identify what the risk may be.

Evaluate the management and control of the risk and record all findings.

Review, assess and revise if required.

Points and areas identified are dealt with in the tables that follow and assessed and recorded accordingly:

Coxheath Parish Council: Risk Assessment 2018

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	Unavailability of signatories	L	Three independent authorised signatories needed – cheques require only two signatories	Annually
	Village Hall unavailable for meeting	L	<ul style="list-style-type: none"> ➤ Rearrangement of meeting to convenient date ➤ Relocation to alternative venue. 	Annually
	Non Quorum	L	Rearrangement of meeting if necessary –To inform Clerk of non-attendance in advance and Clerk to rearrange meeting.	Annually
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	Parish Clerk not available for meeting	L	Member to take on role temporarily	Annually
	Parish Clerk not available and unable to access to information	L	Back up information is kept.	
Precept	Precept is too high/Adequacy of precept	L	Precept based on sound financial budgeting and set by end of November each year, forwarded to DDC in January each year	Annually
		L	Detailed justification for precept setting	
Financial	Inadequate records/ financial irregularities Invoices received late or incorrect	L	Financial records to be presented at each meeting for members acceptance	Monthly at parish meetings.

Coxheath Parish Council Risk Assessment Adopted (Date to be added)

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Financial	Errors with regards banking e.g. charges, cheques not cashed	L	Bank reconciliation monthly and annually reviewed by Internal Auditor	Bi-annually
	Loss of cash through theft or Dishonesty.	L	No petty cash arrangements.	Annually
Reporting and auditing	Not observing requirements for information, communication, and compliance	L	Internal audit recommendations always implemented	Annually
Best value Accountability	Work awarded incorrectly	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods.	Existing procedure adequate. Include when reviewing Financial Regulations.
	Overspend on services	L		
Salaries and assoc. costs	Salary paid incorrectly	L	Clerks salary paid monthly, approved at the meeting.	Annually
	Unpaid Tax & NI contributions to the Inland Revenue	L	Parish obligation	Annually
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Employees	Loss of key personnel	L	Long term incapacity of Clerk (more than 3 months) would be covered by appointment of temporary Clerk. Short term illness covered by re-schedule of meeting or if urgent, urgent business's transacted and minutes taken by a Councillor.	Existing procedure adequate.

Coxheath Parish Council Risk Assessment Adopted (Date to be added)

Employees	Fraud by staff	L	The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud.	Annually.
	Health & Safety	L	The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Monitor working conditions, safety requirements and Insurance regularly.
	Job description is not fit for purpose	L	Is reviewed in line with requirements	Appraisal system in place
Councillors allowances	Councillors over-paid Income tax deduction	L	No allowances are allocated to parish councillors	No procedure required
Election costs	Risk of an election cost	L	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the Borough Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. Budgeted allocation to be earmarked for elections	Existing procedure adequate
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Annual Return (AGAR)	Submit within time limits		Annual Governance and Accountability Return (AGAR) is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor, if requested, within time limit.	Existing procedures adequate
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements.	Existing procedure adequate.
	Business conduct	L	Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Guidance/training to Chair should be given (if required).

Coxheath Parish Council Risk Assessment Adopted (Date to be added)

			Business conducted at Council meetings should be managed by the Chair.	Members to adhere to Code of Conduct.
Members interests	Conflict of interest	L	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda.	Existing procedure adequate.
	Register of Members Interests	L	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register.
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Data protection	Policy Provision	L L	Registration with the Data Protection Agency. GDPR compliance by 25 th May 2018	Annually
Freedom of Information Act	Policy Provision	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts of requests made under the F of I Act.
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or Damage Risk/damage to third party(ies)/property	L	Recreational areas are inspected regularly.	Existing procedure adequate.
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Maintenance	Poor performance of assets or amenities Loss of income or performance	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned and authorised in accordance with the correct procedures of the Parish	Existing procedure adequate. Ensure inspections

Coxheath Parish Council Risk Assessment Adopted (Date to be added)

	Risk to third parties		Council. All assets are insured and reviewed annually.	carried out.
Notice boards	Risk/damage/injury to third parties Road side safety	L	The Parish Council has 4 notice boards sited around the village. All locations have approval by relevant parties, insurance cover, inspected regularly - any repairs/maintenance requirements brought to the attention of the Parish Council	Review insurance Existing procedures adequate
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for 7 x benches 2 x rubbish bins in the village and covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with.	Review insurance Existing procedures adequate
Meeting location	Adequacy Health & Safety	L	The Parish Council Meetings are held in the Village Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.	Existing location adequate
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Council records - paper	Loss through: theft fire damage	L	Where possible records should be held electronically and a backup held. The Parish Council records are stored at the Parish Office and the Clerks Home Address. Recent and older materials are in a locked cabinet in the Village Office. Damage (apart from fire) and theft is unlikely and so provision adequate.	Annually
Council records - Electronic	Loss through: theft fire damage	L	The Parish Council's electronic records are stored on the Parish laptop. Back-ups of the files are taken at regular intervals.	Annually