

WITHERIDGE PARISH COUNCIL

RISK MANAGEMENT POLICY & SCHEDULE



1. Introduction

The Parish Council recognises that it has a responsibility to manage its risks, and is therefore committed to the implementation of a risk management strategy in order to protect the Council from avoidable losses.

2. Responsibilities

This Policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

3. Definition

“Risk Management” is the process by which risks are **identified, evaluated** and **controlled**.

4. Aims

- a. To integrate risk management into the culture of the Council.
- b. To manage risk in accordance with best practice.
- c. To minimise losses, injury and damage and reduce the cost of risk.
- d. To ensure appropriate actions are taken to address identified risks.
- e. To ensure that risks are monitored through the completion of the Annual Risk Assessment Schedule to support the annual assurance statement on the effectiveness of the Councils’ system of internal control.

5. Relevant Legislation

The Parish Council will implement its Risk Management Policy in accordance with the current legislation governing local authorities and the associated codes of practice.

Adopted:		Review Date:	
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ANNUAL RISK ASSESSMENT SCHEDULE

		Risk	Risk	Management of Risk	Issues/Recommended Actions
1	Financial	Adequacy of precept	L	Produce & review budget	
2	Financial	Precept not received on time	L	Submit precept request to principle authority on time & confirm receipt.	
3	Financial	Banking errors	L	Monthly bank reconciliations	
4	Financial	Financial Irregularities	L	Appointment of Internal Auditor Adequate recording of receipts and payments with monthly reporting to Council All orders for payment authorised by signed minutes against verified invoices	
5	Financial	Theft by officer of the council	L	Two signatories required on all payment orders Fidelity Insurance cover in place reviewed annually No petty cash Cash receipts reported to council and banked promptly	
6	Financial	Non Receipt of grants	L	Regular monitor of receipts due	
7	Financial	Correct filing of VAT	M	Review qualification for VAT refund claim against revenue criteria	
8	Financial	HMRC Penalties	L	Correct Payroll & VAT procedures undertaken Use of Revenue supplied software Adequate training in HMRC processes where required	

ANNUAL RISK ASSESSMENT SCHEDULE

9	Financial	Loss of cheques / cash receipts held on council's behalf	M	Prompt banking of receipts Adequate insurance	
10	Financial	Repayment of council funds where used ultra virus	M	Clear identification of power to spend identified during decision making process and recorded in accounts against spend Trained clerk Familiarity with Standing Orders and Financial Regulations	
11	Financial	Action against the council for libel or slander	L	Engage correct procedures during meetings of the council Insurance in place	
12	Financial	Mismanagement of contracts letting	M	Financial regulations for the letting of contracts	
13	Financial	Data Protection Breaches	M	Registration as Data Controller Adequate training in correct procedures	
14	Financial	Security of council records	M	All correspondence of significance scanned and stored electronically Regular electronic backups taken Off site storage of current full backup	
15	Property	Accident or Injury to third party or their property arising from defects in council property	H	Regular inspections of property recorded in asset register Annual inspection of play equipment by RPII inspector Adequate levels of insurance	
16	Property	Damage to council property by third party through accident or vandalism	H	Regular inspection of property to monitor for damage Appropriate levels of insurance Operator signage to allow public notification to council	
17	Property	Adequate Insurance	M	Annual review of insurances against assets / liabilities	

ANNUAL RISK ASSESSMENT SCHEDULE

18	Property	Misuse of council property by tenants	M	Clear terms of reference for tenants reviewed annually	
19	Property	Water Leak	M	Regular water readings	
20	Employees	Accident or Injury undertaking duties	M	Provision of adequate training and instruction (contract of employment) Machinery/tools used fit for purpose and regularly serviced Regular inspection of work environment Employers Liability Insurance in place	
21	Employees	Accident or Injury to third party	M	Provision of adequate training and instruction in safe working practices Public Liability Insurance in place	
22	Employees	Loss of staff	H	Regular briefing of key supervisory members of the council on work activity and council procedures in place	
23	Contractors	Accident or Injury to third party	M	Provision of clear terms of engagement Evidence of public liability insurance supplied prior to works commencement	
24	Members	Conflict of interests	L	Members training in the Code of Conduct	