

**Langar cum Barnstone Parish Council
Risk Management Scheme
Adopted 21 September 2017 – rolling review**

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 risk areas
- Identifies nature of risk
- 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/ High	Risk Mitigation	Review
Finance				
Precept	Inadequate finances	L	Budget monitored monthly and set annually at January meeting, following budgeting exercise. All expenditure passed by Resolution at PC meeting. Adequate Reserves held as contingency	Annual in January
Financial records	Loss	L	Accounts Software backed up regularly. Majority of records electronic. Daily electronic back up (Tresorit – Cloud, & Synctoy)	Immediate & Monthly Monthly Finance report to council
Salaries/PAYE/ Superann	Incorrect recording /payment	M	Updated information from HMRC, NCC Pension Fund, SLCC Internal Auditor report. Monthly report to council	Annual Internal Audit check April
VAT	Incorrect recording	L	HMRC VAT regulations adhered to Internal Audit check	Annually March
Banking	Errors	M	Electronic banking - Two signatories on all payments. Financial Regulations up to date	Fin Regs reviewed annually in January

				Internal Controls reviewed annually in March
Petty Cash	Errors Loss through theft	L	Secure storage. Accounts software Fidelity clause in Insurance Policy	Financial Regs reviewed annually in January Insurance reviewed annually January
Insurance	Inadequate cover	M	New Assets added to Asset Register immediately after acquisition & reported to insurer.	Insurance cover reviewed annually January
Annual Return	Errors	L	Annual Return examined by Internal Auditor & Councillors prior to submission to External Auditor	Reviewed annually in April
Powers	Illegal actions	L	Ensure all Resolutions are within council's Legal Powers. Seek guidance from NALC/SLCC/CAB	As required - ongoing
Administration /Business Continuity		L		
Clerk	Loss of Clerk due to resignation/illness Fraud Failure of Council activities/actions	M L L	Contingency for locum Clerk to be put in place – refer to Notts SLCC/Notts ALC Fidelity Guarantee Ensure Clerk's Contract Terms & Conditions /Training are updated regularly	As required Reviewed annually as part of insurance January Reviewed annually as part of Budget – January/Appraisal - April
Records/ Minutes/	Loss due to fire	L	Minutes up to 2008 held in NCC Archive Accounts/other records stored in locked cupboard in Village Hall Records stored at Clerks home – daily electronic back up (Tresorit-Cloud & Sync Toy) Electronic copies of main Transparency Code documents online (website)	Archive annually in April
Meeting location	Loss of Village Hall as venue due to fire/damage	L	Alternative location – St Andrews Church Langar	As necessary

Data Protection	Error	L	Ensure council is registered with Data Protection Agency & implementing latest legislation	Annual check January
Freedom of Information	FOI request FOI error	L	Ensure council is registered with Information Commissioner Ensure Publication Scheme is updated and published on website	Annual membership Annual check January
Assets				
Barnstone Play area	Damage to equipment Accident	L M	Weekly site inspection, Annual Wicksteed inspection/report , Annual review for insurance purposes Public Liability in place	Annual reviews/inspections July/August
Works Lane Field incl MUGA/ Skatebowl	Damage to equipment Accident	L M	Weekly site inspection. Annual Wicksteed inspection/report. Annual review for insurance purposes Public Liability in place	Annual review/inspection July/August
Noticeboards Seats Airfield Memorial	Damage	L	Annual inspection and maintenance/replacement if necessary	Annual review for insurance purposes- January
Office Equipment				
Lap top	Failure or Damage	L	Insured, Lap top serviced annually.	As required - August
Printer	Failure or Damage	L	Insured	As required
Employees				
Health & Safety	Accident	L	Employer's Liability in place H & S Policy Adequate training & risk assessment	Annual review - April
Employment	Grievance /dispute	L	Employee contracts/Terms & Conditions reviewed annually Annual appraisals carried out Adequate training provided Regular monitoring by Clerk/Council as part of good working practice Opportunity for monthly report to council on activities	Annual review - March

Councillors				
Members Interests	Conflict of Interest	L	Ensure Register of Interests is updated Ensure Councillors declare interests at meetings	Annual check May