

Langar cum Barnstone Parish Council

Annual Risk Management Scheme

Approved Thursday 10th March 2022

To be reviewed March 2023

Introduction

- The Parish Council is responsible for establishing arrangements for the management of risk.
- 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.
- This document has been produced to enable the Parish Council to assess the risks that it faces, and to satisfy itself that it has taken adequate steps to minimise those risks.
- Based on the assessment the Council will take all practical and necessary steps to reduce or eliminate the risks.

Policy and Procedures

1. The management of risk requires assessment of the likelihood of an incident occurring, and its impact if it does occur. This assessment uses 'High', 'Medium' or 'Low' (H/M/L). If the likelihood is high, special measures will be taken to reduce the level of risk, or the risky activity removed completely.
2. If the score is low, moderate measures may be sufficient to control or eliminate the risk.
3. When considering any new activity, the Clerk will prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.
4. Risk policy statements and consequential risk management arrangements will be reviewed by the Council annually.

Risk Assessment 2022/2023
 Approved: Monthly Meeting, 10th March 2022
 To be reviewed: March 2023

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
FINANCIAL AND MANAGEMENT				
Covid Restrictions		L	There are no Covid-19 restrictions in place	As required
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 confirmed - cheques require only two signatories Rearrangement of meeting to convenient date	Annually
	Village Hall unavailable for meeting Non Quorum	L	Rearrangement of meeting if necessary –To inform Clerk of non-attendance in advance and Clerk to rearrange meeting	Annually
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 information	L	Laptop and memory stick can be collected by one of the members	
Precept	Precept is too high/Adequacy of precept	L	Precept based on sound financial budgeting and set by mid – January each year, forwarded to RBC in January each year Detailed justification for precept setting (if required)	Annually
Financial	Inadequate records/ financial irregularities Invoices received late or incorrect	L	Financial records to be presented at each meeting for members acceptance	Viewed monthly at meeting
Financial	Errors with regards banking e.g. charges, cheques not cashed	L	Members receive all information and view bank statements monthly	Viewed monthly at meeting
	Loss of cash through theft or dishonesty	L	Budgets reviewed quarterly	Viewed monthly at meeting
Reporting and auditing	Not observing requirements for information, communication and compliance	L	Internal and external auditors used annually	Annually

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Best value Accountability	Work awarded incorrectly Overspend on services	L L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial goods or work required to be undertaken. Three quotes always requested unless urgent job needs completing ASAP	Annually
Salaries and associated costs	Salary paid incorrectly Unpaid Tax & NI contributions to the Inland Revenue	L L	All salaries paid monthly by BACS Parish obligation - all contributions paid quarterly	Annually Annually
Employees	Fraud by staff Actions undertaken by staff Health & Safety Job description is not fit for purpose	L L L	The requirements of the Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Is reviewed in line with requirements	Reviewed annually Membership of the SLCC. Monitor working conditions, safety requirements and Insurance regularly. 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	M/H	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the County 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. £3,000 to be earmarked for elections within capital account	As required
Annual return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked. External Audit is undertaken	Existing procedures adequate

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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. Business conducted at Council meetings should be managed by the Chair.	Undertaken monthly. 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	M	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register.
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 checks are in place.	All undertaken and reviewed regularly. Review insurance provision annually. Review of compliance. Insurance increased to cover new play area
Data protection	Policy Provision	L	Registration with the ICO GDPR implemented	Annually
Freedom of Information	Policy Provision	L	The Council has a model publication scheme for Local Councils in place.	?

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PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or Damage Risk/damage to third party(ies)/ property	L	Playing fields are inspected, assessed, and repaired by DCC and ROSPA.	Reviewed weekly by staff Monthly by resident Yearly by ROSPA
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	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 Council. All assets are insured and reviewed annually.	Asset register updated as required by clerk
Notice boards	Risk/damage/injury to third parties Roadside safety	L	Parish Council has two notice boards sited around the villages. All locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Clerk.	Existing procedures adequate
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for seats in the village and covered by insurance. No formalised programme of inspections is in place but regular inspections are carried out by the Council Handyman and all other reports of damage or faults are dealt with.	Existing procedures adequate
Meeting location	Adequacy Health & Safety	L	The Parish Council Meetings are held at 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
Council records - paper	Loss through theft, fire or damage	L	Minutes and correspondence are filed electronically and paper versions of the minutes are filed accordingly.	Annually