

Langar cum Barnstone Parish Council

Annual Risk Management Scheme

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 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 record findings
- Reviews, assesses and revises procedures, if required.

Subject	Risk Identified	Level of Risk Low/Medium/High	Risk Mitigation	Review Date
Finance				
Precept	Inadequate finances	L	Budget monitoring monthly and set annually at November meeting, following budgeting exercise. All expenditure passed by resolution at Parish Council meetings. Adequate reserves held as contingency	Annually between October-December

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Financial Records	Loss	L	Accounts software backed up regularly (Scribe) Majority of records electronic. Daily electronic back up – saved into cloud	Immediate & monthly. Monthly Finance report to Council
Salaries/PAYE/ Superannuation	Incorrect recording/Payment	M	Salaries are processed by Parish Clerk, payments are authorised by two Parish Councillors, which forms part of the internal controls. There is updated information available from HMRC, SLCC and Internal Audit Report.	Salary is authorised by 2 Councillors at monthly meeting Internal Audit Check at year end
VAT	Incorrect Recording	L	HMRC VAT regulations adhered to. Internal Audit check	End of year internal audit check RFO monitors and queries brought to the PC meetings
Banking	Errors	M	Electronic banking – One signatory on all payments. Cheque Payments – Two signatories on all payments. Regulations up to date	Financial Regulations reviewed annually. Internal Controls reviewed annually
Insurance	Inadequate Cover	L	New assets added to Asset Register immediately after acquisition & reported to insurer.	Insurance cover reviewed annually at year end and before next insurance payment is due.
Annual Return	Errors	L	Annual Return examined by Internal Auditor & Councillors prior to submission to External Auditor	Reviewed annually in April/May
Powers	Illegal Actions	L	Ensure all Resolutions are within the council's Legal Powers.	As required - ongoing

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			Seek guidance from NALC/SLCC/CAB	
Administration/Business Continuity				
Clerk	Loss of Clerk due to resignation/illness	M	Contingency for locum Clerk to be put in place – refer to Notts SLCC/Notts ALC. Or a Cllr can cover but can't be paid	As required
	Fraud	L	Fidelity Guarantee	Reviewed annually as part of insurance policy
	Failure of Council activities/actions	L	Ensure Clerk's Contract Terms & Conditions/Training are updated regularly	Reviewed annually as part of budget. Yearly appraisal in place with HR Committee
Records/Minutes	Loss due to fire	L	Minutes, Accounts and other records stored in lockable metal cabinet in the home of the Clerk, with business insurance as part of the clerk's household insurance. Electronic copies of main Transparency Code documents online (website). Office computer system (laptop) is kept in the clerk's office in the clerk's home	Archive as required
Meeting location	Loss of Community Hall venue due to fire/damage	L	Alternative location can be sourced – St Andrews Church Langar and Langar Primary School.	As necessary
Data Protection ICO	Error	L	Ensure council is registered with Data Protection Agency and implementing latest GDPR legislation	Annual check in January
Freedom of Information	FOI Request	L	Ensure council is registered with Information Commissioner	Annual Membership DD

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	FOI Error	L	Ensure Publication Scheme is updated and published on website	Annual Check in April
Assets				
Barnstone Play Area	Damage to equipment	L	Monthly site inspection and report filed. Annual playground inspection/report carried out independently. Annual review for insurance purposes	Annual reviews/Inspections in August
	Accident	M	Public Liability Insurance in place	Reviewed in October
Works Lane Field & Skate bowl area	Accident	M	Public Liability Insurance in place	Reviewed in October
Defibrillators	Malfunction in an emergency	L	Weekly checks and report filed monthly	Regular monitoring by Clerk, Lengthsman and Litter Picker
Office Equipment				
Lap Top	Failure or Damage	L	Insured	As required – New laptop purchased April 2024
Printer	Failure or Damage	L	Insured	As required
Employees				
Health & Safety	Accident	L	Employers Liability Insurance in place Health & Safety Policy Adequate training and risk assessments	Annual review in October
Employment	Grievance/Dispute	L	Employee Contracts/Terms and Conditions reviewed annually.	Annual Review
			Annual Appraisals carried out Adequate training provided Regular monitoring by Clerk/Council as part of good working practice HR Committee established reviewed annually in March – 3 Councillors	

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Councillors Interests	Conflict of Interest	L	Ensure Register of Interests are updated Ensure Councillors declare interests at meeting's and it is recorded	Annual check in May
Councillors	Bad practice	L	Adequate training provided – New Councillor training/Finance etc.	Annual NALC training schedule is forwarded Training is budgeted for.

Reviewed and Approved Thursday 14th March 2025

In the event of any significant change to the legal position on Risk Management, any relevant statutory requirements or any other related matter, this policy will be subject to review. In the event of no change the policy will be reviewed by December 2021.