Kingskerswell Parish Council

Risk Management Policy & Schedule

Date: 4th March 2022
Agreed at Full Council Meeting – 25th April 2022

Introduction

Risk is a threat that an event or action will adversely affect the council's ability to achieve its objectives, implement its strategies and provide its services.

Risk management is the process by which risks are identified, evaluated, addressed and reviewed.

The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.

The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk and including where necessary, the introduction of internal controls and/or appropriate use of insurance cover.

Objectives

The objectives of the risk management policy are to:

- Integrate risk management into the culture of the council
- Manage risk in accordance with best practice and legislative requirements
- Minimise loss, disruption, injury and damages
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

These objectives will be achieved by:

- Identification of risk
- Undertaking risk assessments
- Managing the risk and recording actions
- Incorporating risk management considerations into council processes
- Providing appropriate training
- Establishing clear roles, responsibilities and reporting lines
- Effective communication with, and active involvement of, employees and other stakeholders

Risk Management Schedule

The risk management schedule enables the parish council to assess the risks that it faces and confirm that it has taken appropriate steps to manage those risks.

The risks are identified, described and evaluated according to the potential consequence of the risk occurring and how likely this is i.e. high, medium or low risk.

Policy Status and Review

This policy was adopted by the KKPC at a meeting of the full council on 25th April 2022. It will be reviewed periodically by KKPC. Date of last review March 2025.

Kingskerswell Parish Council Risk Management Schedule 2025				
Subject	**Risks Identified H / M / L**	**Risk Score**	**Management / Control of Risk**	**Review Date / Reassessment**
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and records are kept at the parish office. The laptops may be at the Clerk's / Deputy Clerk's home – contact details are kept in the safe at the parish office. Computer back up of files via OneDrive. In the event of the Clerk / Deputy Clerk being indisposed, passwords are kept in the safe at the parish office. Deputy Clerk to cover for Clerk or Council to contact DALC for a locum Clerk. An amount of £3,000 to cover approximately three months costs is available in general reserves. The Chair has access to the parish office and the safe.	Review when necessary.
Meeting Location	Adequacy Health and Safety	L L	Meetings are held at The Pavilion. Chair has door key in the event the Clerk and Deputy Clerk are indisposed. The premises and facilities are considered to be adequate for the Clerk, Deputy Clerk, Councillors and any public who attend from a health, safety and comfort point of view	Adequate risk control in place.
Council Records	Loss through theft, fire or damage	M	All records are kept at the Parish office, in a variety of storage containers / filing cabinets / safe.	Damage or theft is unlikely, so provision is adequate.

Council Records Electronic	Loss through damage, fire, corruption of computer	L	The parish council's electronic records are stored on the council's laptops. Back-ups are done off-site and stored on OneDrive.	Adequate risk control in place.
Precept	Adequacy of precept	L	Sound budgeting to underline annual precept. The parish council receives monthly banking information, quarterly budget updates and a detailed budget in the autumn. The precept is decided in December at a meeting specifically for this reason.	Existing procedure adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken of all insurance arrangements. Employers' liability, public liability and fidelity guarantee are a statutory requirement. Current levels as per the insurance schedule.	Existing procedure adequate. Review provision and compliance annually.
Banking	Inadequate checks	L	The council has financial and internet banking regulations which set out the requirements for banking and the reconciliation of accounts. Accounts are annually reviewed by internal and external audit. Chair carries out spot checks.	Existing procedures adequate. Review financial regulations as necessary.
Cash	Loss through theft or dishonesty	L	The council has no petty cash. The Clerk holds a PC debit card and Clerk and Deputy Clerk hold a Pavilion debit card and any transactions are fully receipted and reported at Full Council meetings. The bank asks for further verification if any purchase appears fraudulent. Cash withdrawal is limited to £700 per day.	Existing procedures adequate.

Financial Control and Records	Inadequate checks	L	Monthly bank reconciliations are prepared by the Clerk, checked by Full Council and signed by the Chair at the Full Council meeting. Two signatories and the Clerk to sign all cheques and stubs. Full Council to agree all internet banking payments, signed by Clerk and Chair, payments made by the Clerk and overseen by Chair or Deputy Clerk. Financial obligations and payments must be resolved and clearly minuted. Any S137 payments must be recorded at the time of approval.	Existing procedures adequate.
Freedom of Information	Policy Provision	L	The council has the model publication scheme for local councils in place. The clerk is aware that if a substantial request arrives then this may require many hours of additional work. The council is able to request a fee if the work will take over 15 hours.	Monitor and report any impacts made up the Freedom of Information Act.
Clerk	Loss of Clerk Fraud Actions	M L L	A fund should be established to enable any future clerk to be trained for the clerk's qualification. The requirements of fidelity insurance guarantee must be adhered to. Clerk and Deputy Clerk should be provided with any relevant training, reference books, access to assistance and legal advice.	Include in financial budget when setting precept. Membership of DALC maintained. Monitor working conditions. Membership of SLCC recommended.

Election	Risk of election cost	M	Risk is higher in election year. There are no measures which can be adopted to minimise the risk of a contested election. A contingency fund should be kept meeting these possible costs, particularly in an election year.	Include in financial budget when setting the precept.
VAT	Re-claiming / charging	L	The council has financial regulations which set out the requirement. VAT reclaims are undertaken on a regular basis throughout the year.	Existing procedures adequate.
Annual Return	Not submitted within time limits	L	Annual return is completed and signed off by the council, submitted to the internal auditor for completion and signing, then checked and sent on to the external auditor within the time limit.	Existing procedures adequate.
Street furniture, buildings and assets	Damage to or theft of equipment, buildings or assets.	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment and assets by staff and members of the parish council.	Existing procedures adequate.
Legal Powers	Illegal activity or payments. Working parties and non-delegated committees taking decisions.	L M	All activity and payments made within the powers of the parish council are to be resolved and clearly minuted. Working parties and committees with non-delegated powers to be made aware of their powers.	Existing procedures adequate.
Minutes / Agendas / Statutory Documents	Accuracy and legality Non-compliance with statutory requirements.	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at the next meeting. Minutes and agendas are displayed	Existing procedures adequate. Undertake adequate training. Councillors to adhere to the Code of Conduct.

			according to legal requirements. Business conducted at council meetings is managed by the Chair.	
Public liability	Risk to third part, property or individuals	M	Insurance is in place. Risk assessments of any individual event undertaken.	Existing procedure adequate.
Employer liability	Non-compliance with employment law.	L	Undertake adequate training and seek advice from DALC or District / County Council where necessary.	Existing procedure adequate.
Legal liability	Legality of activities Proper and timely reporting via minutes	M	Clerk to clarify legal position on proposals and seek advice if necessary. Council always receives and approves minutes at monthly meetings.	Existing procedures adequate.
Members interests	Conflict of interests. Register of Members Interests.	M L	Councillors have a duty to declare any interest at the start of the meeting. Register of Members Interests form to be reviewed on an annual basis.	Existing procedures adequate. Members to take responsibility to update their register.

Signed……..

Dated……