|  |
| --- |
| **THEYDON BOIS PARISH COUNCIL RISK MANAGEMENT SCHEDULE** |
| Policy Statement: -  “The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”  Theydon Bois Parish Council fully supports an all-encompassing risk assessment programme for the benefit of all stakeholders. |
| 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 Theydon Bois 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 subject Identifies what the risk may be Identifies the level of risk  Identifies the potential impact Evaluates the management and the control of the risk and record findings  Reviews, assesses, and revises procedures if required.  The Level of risk and its potential Impact are assessed using a numeric scale of 1 – 5, where 1 represents a low risk and low impact. This will allow the council to identify those areas where although the risk may be low, the potential impact may significantly greater and affect the ability the Council to fulfil its commitments. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subject** | **Risk(s) Identified** | | **Level** | **Impact** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Business  Continuity | Council not being able  to continue its  business due to an  unexpected or tragic  circumstance | | 1 | 5 | All files and recent records are kept  in the Parish Office. The files are automatically backed up to I-Cloud storage, in the event of the Clerk/RFO being  unavailable the files can be accessed remotely. | Review when necessary  Ensure procedures below  are undertaken |
| Meeting location | Adequacy  Health and Safety | | 1 | 2 | Meetings are held in the Village Hall.  The premises and facilities are  considered to be adequate for the  Clerk, Councillors and any Public  who attend from a health and safety  and comfort aspect. | Existing procedure  Adequate.  These risks have been reassessed in light of the recent Covid pandemic and the council now meet in the Small Hall to allow for adequate ventilation/social distancing. |
| Council Records | Loss through theft,  fire, damage | | 1 | 5 | The Parish Council’s electronic  records are stored on the Clerk’s  computer. Everything is backed up on I-Cloud storage. | Existing procedure  Adequate. Historical minute books have also been digitalised. |
| Freedom of  Information Act | Policy Provision | | 1 | 1 | The Council has an ICO model publication  scheme for Local Councils in place.  The Clerk is aware that if a  substantial request arrives then this  may require more 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 under  Freedom of Information  Act |
| Clerk | Loss of Clerk/RFO  Fraud  Actions undertaken | | 2  1  1 | 4  2  3 | Funds should be made available to enable training for the  CiLCA Qualification in the event of the  Clerk/RFO resigning.  The requirements of Fidelity  Guarantee insurance must be  adhered to.  Clerk should be provided with  relevant training, reference books,  access to assistance and legal  advice and to be given a copy of the training policy. | Include in financial  statement when setting  precept  Membership of SLCC  maintained  Monitor working  Conditions |
| **FINANCIAL** | |  | | | | |
| **Subject** | **Risk(s) Identified** | | **Level** | **Impact** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Banking  Investment  Credit card | Inadequate checks | | 1  2  2 | 3  3  4 | The Council has Financial Standing Orders which set out the requirements for banking, cheques and reconciliation of accounts. The RFO should ensure that a sufficient ‘working balance’ is maintained in the Parish Council’s current account at all times. This should include a sufficient balance to cover the half yearly payments for the Public Works Loan.  As per the Parish Council’s Investment Policy is as set out in the Financial Standing Orders.  Use of the Theydon Bois Parish Council credit card should comply with Financial Standing orders. | Annually |
| Financial Records | Inadequate checks  Financial irregularities | | 1  1 | 2  2 | The Council has Financial Standing Orders which set out the requirements.  The Responsible Financial Officer produces a monthly report which sets out payments due, these are then noted at monthly Parish Council Meetings and checked and signed by the Finance Committee Chair and Council Chair. Bank reconciliations are produced by the RFO and reported to the Finance & General Purposes Committee. | Annually  Quarterly |
| Reporting and auditing  Annual Return | Information communication  Compliance  Not submitted and queries not satisfactorily answered within the time limit. | | 1  1  2 | 1  2  3 | The Responsible Financial Officer produces a regular report.  Council should regularly audit internally to comply with Fidelity Guarantee.  The RFO/ Internal Auditor complete the Parish Council’s Annual Return and submit to the External Auditor within the prescribed framework. | Monthly  Existing procedures adequate  Existing procedures adequate. |
| Best value | Work awarded incorrectly | | 2 | 2 | When considered practical and based on value, more than one quotation or estimate should be sought. For major contract services (over £25,000), formal competitive tenders would be sought as per Financial Standing orders. | Existing procedures adequate. |
| Accountability | Overspend on budget | | 3 | 3 | Regular review by Finance Committee of management accounts. | Existing procedures adequate. |
| Legal liability as a consequence of employment. | Not compliant with Employment Law.  Consequence of claim. | | 2  2 | 4  5 | Adequate Employer’s Liability Insurance Cover.  Appropriate training and advice. | Annually  Compliance with Health & Safety Policy |
| Insurance / Asset Register | Adequacy  Cost  Fidelity Guarantee  Asset Register | | 1  3  1  1 | 4  2  4  3 | An annual review is undertaken (before the time of the policy renewal) of all the insurance arrangements in place. As per Financial Standing Orders.  Ensure Fidelity checks are in place.  Ensure Asset Register is reviewed annually | Existing procedures adequate.  Annually.  Annually |
| Precept | Adequacy of precept.  Requirements not submitted to EFDC.  Amount not received from EFDC | | 1  1  1 | 5  5  5 | To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council. At the precept meeting Council receives a budget update including actual and projected position to end the year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for the standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from EFDC. This figure is submitted by the Clerk in writing to EFDC.  The Clerk informs the Council when the monies are received | Annually  Annually  Annually |
| Direct costs Overhead expenses Debts | Goods not supplied but billed. Incorrect invoicing. Cheque payable incorrect. Loss of stock. Unpaid invoices. | | 2 | 2 | The Parish Council has Financial Standing Orders which set out the requirements. The Council approves the list of requests for payment. Unpaid invoices are pursued. | Existing procedures adequate |
| Cash | Loss through theft or dishonesty | | 1 | 1 | The Financial Standing Orders sets out the requirements. Fidelity Guarantee Insurance / Money Policy.  No cash is kept in office. Any payments received from Allotment holders by cash is paid into bank account and a receipt issued. | Existing procedures adequate |
| Election costs | Risk of an Election cost | | 3 | 2 | Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District 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. Approximately ¼ of estimated election costs is placed annually in a designated reserve for election expenses. | Existing procedures adequate |
| Salaries and associated costs | Salary paid incorrectly.  Wrong hours paid. Wrong rate paid.  Wrong deductions of NI or tax. Unpaid Tax and NI contributions to the Inland Revenue. | | 1  1    1 | 3  1    1 | The Parish Council authorises the appointment of all employees. Salary rates are assessed annually. Salary analysis and slips are produced by the RFO monthly with a monthly schedule of payments to the Inland Revenue (for tax and NI).  The Clerk to the Council, Responsible Financial Officer (RFO) , Planning Clerk and Burial Supervisor complete time sheets, which are signed off by bank signatories.    All contracts of employment contain a section on overpayment and recoup. | Annually  Existing procedures adequate  Existing procedures adequate |
| **PHYSICAL ASSETS** | |  | | | | |
| **Subject** | **Risk(s) Identified** | | **Level** | **Impact** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Assets | Loss/damage  Risk to third parties | | 3  4 | 2  1 | Annual review of assets for insurance purposes including maintenance, storage provisions. | Existing procedures  Adequate, Asset Register. |
| Notice Boards | Damage  Injury to third parties | | 3  2 | 1  3 | All locations have approval by relevant parties, insurance cover and inspected (time span) with report submitted. | Review annually, Asset Register |
| Bus shelter | Damage | | 1 | 4 | Regular checks for damage, insurance cover. | Review annually |
| Allotments | Damage / water / dumping | | 4 | 4 | Regular inspection of site. | On going |
| Cemetery | Damage / water / dumping | | 4 | 4 | Regular inspection of site. | On going |
| CCTV equipment | Damage  Injury to third parties | | 1  1 | 2  5 | Regular inspections.  Maintenance contract. | Existing procedures adequate  Annual |
| Street furniture (planters and be  benches, etc.) | Loss/damage  Injury to third parties | | 1  1 | 2  2 | Regular inspections for damage  Insurance cover. | Existing procedures adequate |
| **LIABILITY** | |  | | | | |
| **Subject** | **Risk(s) Identified** | | **Level** | **Impact** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Legal Powers / Acting within the Law | Illegal activity or  payments  Working Parties taking  Decisions | | 1 | 5 | All activity and payments made  within the powers of the Parish  Council and to be  resolved and clearly minuted.  Ensure established with clear terms  of reference. | Existing procedures  adequate  Monitor on an ongoing basis |
| Minutes/  Agendas/  Statutory  Documents.  Standing Orders, Freedom of Information Act, Data Protection Act. | Accuracy and legality  Non-compliance with  statutory requirements | | 1  1 | 1  4 | Minutes and agendas are produced  in the prescribed method and  adhere to legal requirements  Minutes are approved and signed at  next meeting  Minutes and agendas are displayed  according to legal requirements  Business conducted at Council  meetings should be managed by the  Chairman | Existing procedures  adequate  Undertake adequate  training  Members to adhere to  Code of Conduct |
| Data Protection | Incorrect handling of personal information | | 2 | 4 | Comply with the 8 “Data Protection Principles” – check forming the heart of the Data protection Act and GDPR guidelines. | Existing procedures adequate. |
| Public Liability | Risk to third party,  Property or individuals as a consequence of the council providing services or amenities to the public. | | 2 | 4 | Insurance is in place. Risk  assessment of any individual event  undertaken. | Existing procedures  Adequate. Risk Assessment tool now purchased to make this task straightforward and to ensure everything is covered. |
| Employer  Liability | Non-compliance with  employment law | | 2 | 5 | Undertake adequate training and  seek advice from Parish and  Community Development Team at  County Hall | Existing procedures  Adequate |
| Personal Liability | Risk to Councillor when representing the Council | | 2 | 4 | Insurance is in place. Risk Assessment undertaken as necessary. | Existing procedures adequate. |
| Legal Liability | Legality of activities  Proper and timely  reporting via Minutes  Proper document  control | | 2  1    1 | 5  3    2 | Clerk to clarify legal position on  proposals and to seek advice if  necessary  Council always receives and  approves minutes at public  meetings  Retention of document policy in  place. | Existing procedures  Adequate  Existing procedures  Adequate  Existing procedures  Adequate |
| **COUNCILLORS PROPRIETY** | |  | | | | |
| **Subject** | **Risk(s) Identified** | | **Level** | **Impact** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Members’ interests | Conflict of interest  Register of Members  Interests not updated | | 2    3 | 2    2 | Councillors have a duty to declare  any interest at the start of the  meeting  Register of Members’ Interests form  to be reviewed. | Existing procedures  adequate  Members to take  responsibility to update  their register |