

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.

Chairman:

Clerk:

Reviewed: September 2023

Date of next review: September 2024

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	Monitor and report any impacts made under Freedom of Information Act

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				to request a fee if the work will take over 15 hours.	
Clerk	Loss of Clerk/RFO	2	4	Funds should be made available to enable training for the CiLCA Qualification in the event of the Clerk/RFO resigning.	Include in financial statement when setting precept Membership of SLCC maintained Monitor working Conditions
	Fraud	1	2	The requirements of Fidelity Guarantee insurance must be adhered to.	
	Actions undertaken	1	3	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.	
FINANCIAL					
Subject	Risk(s) Identified	Level	Impact	Management/Control of Risk	Review/Assess/Revise
Banking	Inadequate checks	1	3	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	Annually

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Investment		2	3	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.	
Credit card		2	4	Use of the Theydon Bois Parish Council credit card should comply with Financial Standing orders.	
Financial Records	Inadequate checks	1	2	The Council has Financial Standing Orders which set out the requirements.	Annually
	Financial irregularities	1	2	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.	Quarterly
Reporting and auditing	Information communication	1	1	The Responsible Financial Officer produces a regular report.	Monthly
	Compliance	1	2		

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Annual Return	Not submitted and queries not satisfactorily answered within the time limit.	2	3	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.	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

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Insurance / Asset Register	Adequacy	1	4	An annual review is undertaken (before the time of the policy renewal) of all the insurance arrangements in place. As per Financial Standing Orders.	Existing procedures adequate.
	Cost	3	2		Annually.
	Fidelity Guarantee	1	4	Ensure Fidelity checks are in place.	
	Asset Register	1	3	Ensure Asset Register is reviewed annually	Annually
Precept	Adequacy of precept.	1	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.	Annually

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	Requirements not submitted to EFDC.	1	5		Annually
	Amount not received from EFDC	1	5	The Clerk informs the Council when the monies are received	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	Existing procedures adequate

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				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.	
Salaries and associated costs	Salary paid incorrectly.	1	3	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).	Annually
	Wrong hours paid. Wrong rate paid.	1	1	The Clerk to the Council, Responsible Financial Officer (RFO) , Planning Clerk and Burial Supervisor complete time sheets, which are signed off by bank signatories.	Existing procedures adequate
	Wrong deductions of NI or tax. Unpaid Tax and NI contributions to the Inland Revenue.	1	1	All contracts of employment contain a section on overpayment and recoup.	Existing procedures adequate
PHYSICAL ASSETS					

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Subject	Risk(s) Identified	Level	Impact	Management/Control of Risk	Review/Assess/Revise
Assets	Loss/damage	3	2	Annual review of assets for insurance purposes including maintenance, storage provisions.	Existing procedures Adequate, Asset Register.
	Risk to third parties	4	1		
Notice Boards	Damage	3	1	All locations have approval by relevant parties, insurance cover and inspected (time span) with report submitted.	Review annually, Asset Register
	Injury to third parties	2	3		
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	1	2	Regular inspections.	Existing procedures adequate
	Injury to third parties	1	5	Maintenance contract.	Annual
Street furniture (planters and benches, etc.)	Loss/damage	1	2	Regular inspections for damage	Existing procedures adequate
	Injury to third parties	1	2	Insurance cover.	

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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	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
		1	4		
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.

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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	2	5	Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures Adequate
	Proper and timely reporting via Minutes	1	3	Council always receives and approves minutes at public meetings	Existing procedures Adequate
	Proper document control	1	2	Retention of document policy in place.	Existing procedures Adequate
COUNCILLORS PROPRIETY					

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Subject	Risk(s) Identified	Level	Impact	Management/Control of Risk	Review/Assess/Revise
Members' interests	Conflict of interest	2	2	Councillors have a duty to declare any interest at the start of the meeting	Existing procedures adequate
	Register of Members Interests not updated	3	2	Register of Members' Interests form to be reviewed.	Members to take responsibility to update their register

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