

Definition of Risk Management

Risk is the threat that an event or action which 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.

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 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- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required. **ALL SHOULD BE REVIEWED ANNUALLY.**

Subject	Risk(s) Identified	H/M /L	Management/Control of Risk	Review/ Assess	Action
MANAGEMENT BUSINESS CONTINUITY	Council not being able to continue its business due to unplanned absence of Clerk. Fraud by Clerk. Salary paid incorrectly. Clerk vacancy.	L	All files and recent records (both paper and electronic) are kept at the Clerk's Office. The Council have a secure professional set up online backup system that backs up files as they are created or changed. In the event of the Clerk being indisposed the FEC team will arrange administrative support through Locum cover. The requirements of Fidelity Guarantee insurance must be adhered to. Internal procedures in place – see finance regs. Clerk should be provided with relevant training, reference books, access to assistance and legal advice. FEC request references on recruitment. Absence record kept. Recruitment by FEC.	Ensure procedures below are undertaken.	
Meeting locations – health and safety	Injury to Clerk, Cllrs or members of the public.	L	Health and safety criteria met by establishment where meetings are booked. All the premises and facilities are considered to be satisfactory from a health and safety, accessibility and comfort aspect, for the Clerk, Councillors and any Public who attend.	Review if new premises booked.	
Loss of Council Records	Loss through theft, fire, damage of records	L	Papers, both current and archived are held in the Clerk's Office or in the Hever Hut in a locked filing cabinet		
Precept	Inadequate precept / inadequate funds.	M	Sound budgeting to underlie annual precept. The FEC monitor and set the budget in the late autumn prior to making a recommendation to Council in January. At every meeting the Clerk reports and reconciles the accounts as part of the Agenda. Internal and external annual audit annually.		
Insurance	Adequacy, Cost, Compliance, Fidelity Guarantee	L	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. One of the Cllrs. is an Insurance Expert and reviews the policy annually in advance of renewal.	Existing procedure adequate.	
Banking	Inadequate	L	The Council has Financial Regulations which set out the requirements for banking, cheques and internal audit. Adequate Existing procedures and checks.		

Cash	Loss through theft or dishonesty	L	Bi monthly reconciliation prepared by RFO and checked by an appointed member for verification purposes. Cheques no longer used. Internal and external audit undertaken annually. All payments must be detailed in the Financial Reports presented to the Committee and Council. The Clerk has delegated authority to pay invoices prior to meeting approval. No Petty cash or HPC credit or debit card is used.	Existing procedures Adequate.	
Annual Governance and Accountability Return (AGAR)	Not submitted within time limits	L	AGAR is completed and signed by the Council and the Internal Auditor. It is then checked and sent on to the External Auditor within time limit. Clerk prepares a timetable for submission.	Existing procedures adequate.	
ASSETS Street furniture and Office equipment	Damaged bins, notice boards, bus shelters and benches etc.	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 by Parish Council staff / contractors and recorded.	Existing procedures adequate.	
PROCEDURES Minutes/ Agendas/ Statutory documents	Accuracy and legality Non-compliance with statutory requirements	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting unless there is a resolution made to defer approval until the following meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairman according to Standing Orders.	Existing procedures Adequate. Members to adhere to Code of Conduct and Standing Orders.	
Members Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting or when a conflict becomes apparent during a meeting.	Councillors will be reminded of this obligation at the AGM	
	Register of Members Interests	L	At the start of each term of office, every Councillor will complete a Disclosure of Pecuniary Interest form. Each Councillor will complete a new form should their interests change.		
COUNCIL REPUTATION	Bringing the Council into disrepute	M	Councillors understand and are offered training on the Code of Conduct, which is reviewed annually. Cllrs. and Clerk to bring to the attention of the Council any criminal offences. A professional approach is undertaken on all Parish Council matters. Civility and Respect pledge adopted.	Members to identify any training needs. Members reminded at AGM to disclose any offences.	

RELEVANT DOCUMENTATION

Employments Rights Act 1996 Data Protection Act 2018 Local Government Act 1972 Local Government Act 2000 Audit Commission Act 1998
Local Government & Rating Act 1997 Local Government Act 2003 Local Audit and Accountability Act 2014 Localism Act 2011