

Nympsfield Parish Council Risk Management Schedule

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.

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 key risks facing the council
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

MANAGEMENT

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Clerks home on a laptop backed up by an external hard drive. The clerk makes a monthly back up of files. In the event of the clerk being indisposed the Chairman to contact SLCC Secretary for advice.	Review when necessary Ensure procedures below are undertaken
Meeting location	Adequacy Health and Safety	L	Meetings are held in the Village Hall. The premises and facilities are maintained by the Village Hall Trust.	
Council Records	Loss through theft, fire, damage	L	Some older paper records are retained at the Clerk's home	Damage or theft is unlikely and so provision adequate.
Council Records electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on a laptop backed up by an external hard drive. Back-ups of the files are	Ensure procedures below are undertaken

			taken at monthly intervals and are checked to ensure readability of data. Adequate antivirus protection is renewed annually	
FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Parish Council regularly receives budget update. Existing procedure adequate information and detailed budgets in the late autumn. The precept is an agenda item at the January meeting.	Existing procedure adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate Review provision and compliance annually.
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts	Existing procedures adequate Review Financial Regulations as necessary.
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Transactions are made or paid by cheque.	Existing procedures adequate.
Financial controls and records	Inadequate checks	L	Quarterly reconciliation checked by Parish Council. Two signatories on cheques. Internal audit. Any payments must be resolved and clearly minuted. Any s137 payments must be	Existing procedures adequate.

			recorded at time of approval.	
Freedom of Information Act	Policy Provision	L M	There have been no requests for information to date. The Council is able to request a fee if the work will take over 15 hours. However the request could be resubmitted, broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts from Freedom of Information Act.
Clerk	Loss of qualified clerk Fraud Actions undertaken Salary paid incorrectly	L L L L	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. Internal Auditor check.	Include in financial statement when setting precept Purchase revised reference books Membership of SLCC Monitor working conditions and hours of work
Election Costs	Risk of election cost	M	Risk is higher in an election year. There are no measures which can be adopted to minimise risk. A contingency fund is available to meet the costs.	Include in financial statement when setting precept.
VAT	Re-claiming/charging	L	The Council has financial regulations which set out the requirements.	Existing procedures adequate.
Annual return	Not submitted within time limits	L	Annual return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within time limit.	Set timetable to achieve objectives.
ASSETS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Noticeboard Phone Box War Memorial	Loss or Damage Risk/damage to third party(ies)/property	L	A review of assets undertaken periodically, but at least	Existing procedure adequate.

Dog/Grit Bins Jubilee Bench Bus shelter			annually for Insurance provision and maintenance.	Ensure inspections are carried out.
LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedures adequate. Monitor annually.
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	L	Clerk to clarify legal position on any proposals and to seek advice if necessary. Council always receives and approves minutes at monthly meetings.	Existing procedures adequate.
Agendas/ Statutory documents	Non compliance with statutory requirements	L	Minutes are approved and signed at next meeting Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings managed by Chair.	Existing procedures adequate. Members to adhere to Code of Conduct.
COUNCILLORS PROPRIETY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members' Interests	Conflict of interest 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 at least on an annual basis.	Existing procedures adequate. Councillors to take responsibility to update their register.