

## **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 together with community focus, structures and processes, standards of conduct and service delivery arrangements.

### **Purpose of Document**

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 is developing a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the key risks facing the council
- 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.

### **Responsibility**

Houghton Parish Council is committed to identifying and managing risks using procedures and ensuring that risks are maintained at an acceptable level. Any action that is felt necessary to undertake to reduce risks will be done so by Houghton Parish Council. The Clerk, Responsible Finance Officer (RFO) and Councillors will review risks on a regular basis, including any newly identified risks, and report regularly to the Parish Council. The review will include identification of any unacceptable levels of risk.

Members are ultimately responsible for risk management because risk threatens the achievements of policy objectives.

Members should therefore:

- a) take steps to identify key risks facing the Council;
- b) evaluate the potential consequences to the Council if an event identified as a risk takes place;
- c) decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

<b>MANAGEMENT</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L/M	All computer files are backed up on a regular basis onto an external hard drive and to cloud storage. Paper records are more at risk, consideration should be given to risk of loss. Important documents should be scanned electronically or kept in secure storage. In the event of the clerk being indisposed the Chairman to contact HALC for advice/support. Loss of Key Staff insurance in place via Came & Co. Business continuity insurance in place via Came & Co.	Review annually  Assess ongoing to improve procedures.  Ensure other procedures are followed
Meeting Location	Adequacy Health and Safety	L	Meetings are held in Village Hall which has available disabled access. Health & safety considered adequate.	Review bi-annually
Council records – paper	Loss through theft, fire, flood or other damage	L	Important documents should be scanned electronically or kept in secure storage. Older minutes and historical documents to be archived with Hampshire Records Office archive.	<b>Arrange archive storage with Records Office</b> Review bi-annually
Council records – Electronic	Loss through damage, fire, flood, corruption of data	L/M	Regular backup to external drive and cloud based storage.	Existing procedure adequate
Staff	Loss of Parish Clerk/RFO	M	Key Staff insurance cover provided via Came & Co.	Maintain annually
	Fraud	L	Fidelity guarantee in place via insurance. Councillors carry out regular review of bank reconciliation.	Regular review
	Actions carried out	L	Regular reporting of actions completed and outstanding via action reports to council. Staff to be adequately trained and review carried out via appraisal process.	Maintain appraisal process

<b>FINANCE</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Precept	Adequacy	M	The Council regularly receives budget updates. Existing procedure adequate information and detailed budgets in the late autumn. Backed by financial regulations. Approval of the precept is an agenda item at the January meeting. Reviewed by Internal audit.	Existing procedure adequate
Insurance	Adequacy, Cost and Compliance	L	Schedule review and 3 quotations received annually from Came & Co.	Reviewed annually by full Council
Banking	Inadequate procedures	L	Control identified in Financial Regulations, process via sign off by councillors, review by internal audit and internal control procedures.	Review via Financial Regulations annually
Cash	Loss via theft or dishonesty	L	No cash handling takes place. No petty cash held.	Review via Financial Regulations annually
Financial controls and records	Inadequate checks	L	Reconciliation checked monthly by non-signatory councillor. Two councillor signatories on cheques and on payment list for electronic payments. Internal Control procedures followed. Internal and external audit. All payments must be clearly minuted. Any s137 payments recorded.	Existing procedures adequate Review via Financial Regulations and internal controls annually
Salary	Incorrect payment or process	L	Payroll records accompany payment for sign off by councillors.	Review annually
VAT	Reclaim not processed	L	Reporting to Council via financial reports.	Existing procedure adequate
Annual Governance & Accountability Return	Not submitted in time	L	Council aware of timing process by end of June, Annual Governance & Accountability Return completed and signed by the council, submitted to the internal auditor for section completion. Checked and sent on to the external auditor	Existing procedures adequate

<b>PROCEDURAL</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Freedom of Information	Non-compliance with Act	L	The Council has a publication scheme for Local Councils in place.	<b>Review annually.</b> Monitor and report impact of requests made
		M	Introduce documented procedure for requests received.	
Data Protection	Non-compliance with Act	L	Have a Data Protection Legislation Policy in place.	<b>Review annually.</b> Introduce documented procedure for dealing with requests. Monitor and report impact of requests made
		M	Introduce documented procedure for requests received.	

<b>LIABILITY</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Legal Powers	Illegal activity or payments	L	All activities and payments made within the powers of the parish council, resolved and clearly minuted.	Ongoing review
	Committees exceeding delegated authority	L	Establish Clear terms of reference, minutes to Council for approval.	Annual review
	Working Groups taking decisions	L	Clear referencing, councillor training.	Annual Review
Minutes, Agendas and standing documents	Accuracy and legality	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 according to legal requirements. Business conducted at the council is managed by the chairman with advice from a trained clerk Standing Orders & Financial Regulations based on NALC models	Review on regular basis
	Non-Compliance with Statutory requirements			Chairman training Annual review
Public liability	Risk to third party property or individuals	M	Insurance in place, risk assessments of individual events to be undertaken	Review written risk assessments
Employers Liability	Non Compliance with legal requirement	L	Insurance in place. Ensure adequate training & procedures for councillors and Clerk	Review training needs annually
Legal Liability	Legality of activities	L	Clerk adequately trained and has access to advice via HALC and SLCC membership	Maintain membership of HALC/NALC and SLCC

<b>COUNCILLOR PROPRIETY</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Code of Conduct	Non compliance	M	Councillors given copy upon election/co-option.  Consider training for councillors.	Review annually  Review councillor training annually
Members Interests	Conflict of interest Failure to register interests	M L	Agenda item on every meeting Councillors aware of duty and reminded regularly about requirements.	Existing procedures adequate Annual review
<b>ASSETS</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Asset Register	Assets not recorded	L	An asset register is established and presented to Council for review. Insurance is held at the appropriate level for all items. Regular checks are made on equipment by staff or members of the council.	Review and document
Maintenance of assets	Poor maintenance leads to loss or injury Poor performance of assets or amenities. Loss of income or performance Risk to third parties	M	Provide adequate budget Review insurance	Review and document
<p><b>Adopted and Approved:</b> Minute item 10, 14<sup>th</sup> May 2019 Minute Item 7, 7<sup>th</sup> July 2020 Minute Item 12, 4<sup>th</sup> May 2021</p> <p><b>Review: Annually</b></p>				