

RISK MANAGEMENT SCHEME

for

Ringstead Parish Council

Approved & Adopted: September 2016

RINGSTEAD PARISH COUNCIL

Risk Management Scheme

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Ringstead Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The list is not exhaustive and the Parish Council may wish to consider other risks not identified.

FINANCIAL & MANGEMENT				
Area	Risk	Control Measures	Recommendation	Residual Risk
Precept	Adequacy of precept in order for the Parish Council to carry out its Statutory Duties.	To determine the precept amount required, the Parish Council regularly receives budget reviews throughout the year, and at the time the precept amount is considered, the Parish Council receives a budget report, including actual position and projected position, with indicative figures/costings obtained by the Clerk. With this information, and from consideration of any future projects, the Parish Council determines the amount of precept required for the following financial year. The Clerk requests the precept in writing. The Clerk advises the Parish Council when the precept monies are received.	Existing procedure adequate.	LOW
Financial Records	Inadequate Records. Financial Irregularities.	The Parish Council has Finance Regulations which sets out the requirements.	Existing procedure adequate. Review the Finance Regulations annually.	LOW
Bank & Banking	Inadequate Checks. Banks Mistakes. Loss of Signatories.	The Parish Council has Finance Regulations which sets out the banking requirements. The Clerk reconciles the bank account(s) once a month when the statement arrives. Any problems/irregularities are dealt with immediately. The Parish Council will choose replacement signatories, but the process it slow.	Existing procedure adequate. Review the Finance Regulations annually.	LOW

Cash / Loss	Loss through theft or dishonesty.	Small amounts of cash are received by the Responsible Financial Officer against the hire of the village hall. A receipt is issued at the time of payment. The cash is securely locked in the office. The cash is banked as soon as is practical. Cash payments are discouraged where possible. There is no petty cash or float held.	Existing procedure adequate.	LOW
Reporting and Auditing	Information Communication. Compliance.	The Clerk's Balance of Accounts is produced monthly and presented to the Parish Council, for approval at the meeting. The report includes a bank reconciliation and a breakdown of receipts/payments balanced against the bank.	Existing procedure adequate.	LOW
Grants Payable	Power to pay. Authorisation of Parish Council to pay.	All such expenditure goes through the required Parish Council's process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.	LOW
Grants Received	Receipt of grant.	The Parish Council does not presently receive any regular grants. One-off grants would come with terms and conditions to be satisfied.	Procedure would be formed, if required.	LOW
Charges/Rents Receivable	Payment of Rents	The Parish Council collects rent in respect of the Old Reading Room & Institute Building monthly, and the Cemetery Chapel annually in December. Signed leases are held.	Existing procedure adequate.	LOW
Best Value Accountability	Work awarded incorrectly. Overspend on services.	Normal Parish Council procedure is to seek, if possible, three quotations for any substantial work to be undertaken. For major contract services, formal competitive tenders are sought. If a problem is encountered with a contract, the Clerk would investigate the situation, check the quotation/tender, research the problem and report to the Parish Council. This is covered in the Finance Regulations.	Existing procedure adequate. Review Finance Regulations annually.	LOW MED
Salaries and Associated Costs	Salary paid incorrectly.	The Parish Council authorises the appointment of all employees through its meetings. Salary rates are assessed annually by the Parish Council. The Clerk has a contract and job description. Salaries are paid monthly in arrears by Standing Order. Tax and NI contributions are not presently required.	Existing procedure adequate.	LOW
Employees	Loss of Clerk. Fraud by Staff. Health & Safety.	Measures have been implemented so all records are held in a central office, attended by the Clerk. The Chair has access to the office at all times. The requirements of the Insurance to be adhered to with regards to Fraud. All employees to be provided with adequate direction and safety equipment, where appropriate, needed to undertake their roles.	Existing procedures adequate. Monitor H&S Policy. Review Insurance Policy annually.	LOW
Councillor Allowances	Councillors overpaid. Income tax deduction.	No allowances are allocated to Parish Councillors.	No procedure required.	N/A

Election Costs	Risk of an election cost.	Risk is higher in an election year. When a scheduled election is due, the Clerk will obtain an estimate of costs from the District Council. There are no measures which can be adopted to minimise the risk of having elections, as this is a democratic process.	Council to consider saving each year to cover costs.	MED
VAT	Reclaiming.	The Clerk analyses out any VAT charged on purchases within the expenditure of the Parish Council and maintains all VAT receipts within the Parish Council's records. The Clerk produces a VAT refund analysis and makes a claim to HM Revenue & Customs for recovery of the amounts. The refund is received via BACS transfer the Clerk notifies the Parish Council at the next meeting. All documentation in relation to the process is maintained in the Parish Council's records.	Existing Procedures Adequate.	LOW
Training	Lack of training can lead to incorrect decisions being taken.	The Clerk should be provided with relevant training, reference books and access to assistance and legal advice required to carry out the role. Parish Councillors should also be provided with training wherever applicable (whether new or refresher). The Parish Council is a member of NCALC which is a source of information/training for many aspects.	Clerk and Councillors to consider training periodically.	LOW
Audit – Internal	Completion within time limits	The Internal Auditor is appointed by the Council. Internal Auditor is supplied with relevant documents to audit and the required form to complete and sign.	Existing Procedures Adequate.	LOW
Annual Return	Completion and Submission within time limits.	The Annual Return is completed and signed by the Parish Council, submitted to the Internal Auditor for completion and signing then checked and sent to the External Auditor within the time limit.	Existing Procedures Adequate.	LOW
Legal Powers	Illegal activity or payments	All activity and payments within the powers of the Parish Council to be resolved and minuted at a full Parish Council meetings, and to include reference to the powers used, if not already done so in the budget. The annual budget to reference the powers used for regular payments made.	Existing Procedures Adequate.	LOW
Minutes/ Agendas/ Notices/ Statutory Documents	Accuracy and legality. Business conduct.	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following meeting. Minutes and agendas are displayed according to the legal requirements. Business conducted at Parish Council meetings should be managed by the Chair.	Existing Procedures Adequate. Training/guidance given to the Chair (if required). Members to adhere to the Code of Conduct.	LOW

Members Interests	Conflict of Interest. Register of Members Interests.	Declarations of interest by members at Parish Council meetings is a regular agenda item to remind members of their duty. Register of Members Interests forms should be reviewed regularly by Councillors.	Existing Procedures Adequate. Members take responsibility to update their Register.	LOW MED
Insurance	Adequacy Cost	An annual review is undertaken of all insurance arrangements to ensure best value and that adequate cover is being achieved.	Existing procedure adequate.	LOW
Insurance	Legal liability as consequence of asset ownership	Trees inspected by specialist contractor annually. Play equipment visually inspected weekly, and annually by manufacturer. Playing fields, cemetery visually inspected weekly and annually by Inspection Team. Portable electrical equipment tested annually.	Existing procedures adequate.	LOW
Data Protection	Non compliance.	The Parish Council is registered for Data Protection with the Information Commissioner.	Ensure annual renewal of registration.	LOW
Freedom of Information	Non Compliance with the Act. Publication Scheme.	The Parish Council has a Model Publication Scheme in place. To date there has been no requests under FOI. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours.	Monitor any requests made under FOI.	LOW
Councillors	Losing Councillors or having more than 6 vacancies at any one time	When a vacancy arises there is a legal process to follow. This either leads to an election or into the co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applications and a co-option vote held at a meeting. Appointment and formal co-option then takes place. If there are more than 6 vacancies at any one time, the Parish Council would become inquorate. The legal process of East Northamptonshire District Council appointment members takes place.	Existing procedures adequate. Procedures of another body are adequate.	LOW
Litigation	Potential risk of legal action being taken against the Parish Council	Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims – these cannot be insured against. To date the Parish Council hasn't had any claims made against it.	Insurance is adequate for requirements but there is still a risk of other claims.	MED
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party(ies) property	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedures adequate. Asset	LOW

			register updated annually.	
Maintenance	Poor performance of assets or amenities Loss of Income Risk/damage to third parties	All assets owned by the Parish Council are regularly reviewed, inspected and maintained as required. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the current procedures of the Parish Council. Assets are insured.	Existing procedures adequate.	LOW
Notice Board	Risk of damage	The Parish Council currently has one notice board. No formal inspection procedures are in place, but any reports of damage or faults are reported to the Parish Council and dealt with in accordance with the correct procedures of the Parish Council.	Existing procedures adequate.	LOW
Meeting Location	Adequacy. Health & Safety.	The Parish Council's meetings are held in the Village Hall, where the Parish Council's office also lies. The premises and facilities are maintained by the Parish Council and are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety, Disability Discrimination and comfort aspects.	Existing location adequate.	LOW
Electronic Records of the Parish Council	Loss through theft, fire, damage or corruption of computer	The Parish Council's records are stored on the Clerk's computer. Back-ups of the files are taken at regular intervals using Dropbox which is shared with the Chair.	Existing Procedures Adequate.	LOW
Paper Records of the Parish Council	Loss through theft, fire, damage or corruption of computer	The Parish Council's paper records are stored in the Parish Council Office within the Village Hall. The records include historical correspondence, minutes, agendas, insurance details, bank records etc. The records are stored in a fire proof filing cabinet. The Office is locked when not in use. Historic records are kept at the Records Office in Northampton.	Existing Procedures Adequate.	LOW
Village Hall / Parish Council Office	Loss of Income Loss through fire or damage	Fire arrangements are checked quarterly. Fire extinguishers are maintained by a contractor annually. The Premises are cleaned weekly. All equipment is inspected regularly.	Existing Procedures Adequate.	LOW

Adopted by Ringstead Parish Council

14th September 2016

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Chairman

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Parish Clerk