



Risk Management Scheme 2020 - 2021

Definition of Risk Management

Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of the Parish Councils objectives. The below Risk Management is designed to identify and assess the risks associated with what the Parish Council do and the services which we provide.

The document is created to identify what can go wrong and the steps to avoid this from happening and to successfully manage the consequences if the risk were to happen.

The Council is aware that although some risks can be unavoidable, it has in place a strategy that provides a structured, efficient 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.

Finance				
<u>Subject</u>	<u>Risk (s) Identified</u>	<u>Risk Level</u>	<u>Management/ Control of Risk</u>	<u>Review/ Assess/ Revise</u>
Insurance	Suitable Cost Compliance Fidelity Guarantee	L	<ul style="list-style-type: none"> • An annual review is undertaken of all insurance arrangements by Came and Co and provided and three companies with quotes and recommendations are sent to the Clerk. • Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement • It's the Clerk responsibility to keep Came and Co informed of any changes that will affect the Insurance. 	Existing procedure is reviewed annually in October
Precept	Tolerability of precept	M	<ul style="list-style-type: none"> • Each Committee monitors their budget monthly. • Budgets and information are prepared for R & B, H & B and F & GP Committees ready for the 	Existing procedure is reviewed annually

			November Committee Meeting. The figures from the Rec & Beach and H & B Committees are agreed by the Committees and then considered by the Finance and General Purpose Committee in November prior to the final figure being presented to Council in January.	
Payments/Cash	Lose through left or dishonestly	L	<ul style="list-style-type: none"> • Monthly reconciliation prepared by RFO and checked by the Chairman of F & GP for verification purposes. • Two signatories on cheques. • Two signatories on online payment form before payments are transacted online. • All payments must be detailed in the presented to the Committee and Council under the agenda item orders for payment. • The Chairman countersigns all invoices for payment. • Petty cash is not kept 	Existing procedures Satisfactory Annual review of Financial Regulations will be in May
Banking	Insufficient checks	L	<ul style="list-style-type: none"> • The Council has Financial Regulations which set out the requirements for banking, cheques and internal audit 	Existing procedures Satisfactory Annual review of Financial Regulations will be in May
Clerk	Loss of Clerk Fraud Actions undertaken Salary paid incorrectly	L	<ul style="list-style-type: none"> • In the event of the Clerk resigning, the Council employs seek a replacement Clerk. The Chairman will take responsibility for the temporary. • The requirements of Fidelity Guarantee insurance must be adhered to. Internal procedures in place. • Clerk should be provided with relevant training, reference books, access to assistance and legal advice. • Payroll is outsourced to a payroll company. Clerk checks amount and quires sent back to Payroll. 	Membership of SLCC maintained. Regular meetings with the Chairman and Annual appraisals for the Clerk Existing procedures satisfactory
Payroll	Breach of employment laws including NI and tax	L	<ul style="list-style-type: none"> • Payroll is outsourced to a payroll company. 	Annual Audit carried out by Internal Auditor.

			<ul style="list-style-type: none"> NI and Tax is sent quarterly to the Clerk for payment. Reviewed by Council and Committees in orders of payment. 	
VAT	Re-claiming/ Charges	L	<ul style="list-style-type: none"> The Council has financial regulations which set out the requirements. VAT recovered quarterly. 	Existing procedures satisfactory
Election Costs	Risk of Elections costs	M	<ul style="list-style-type: none"> Risk in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. Costs are met from raising precept using the draft figures provided by the district. 	Existing procedures satisfactory Consideration of increase in budget to allow contingency. Using figures provided by WDC.
Annual Governance and Accountability Return (AGAR)	Audit documents are not submitted within time limits	L	<ul style="list-style-type: none"> Complete end of year finance with Rialtas. The AGAR is then 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 satisfactory
Management				
Business Continually	Council not being able to continue its business due to an unexpected or tragic circumstance	L	<ul style="list-style-type: none"> All electronic files and recent records (both paper and electronic) are kept at the Parish Office. The Council have a secure online backup system that backs up fil In the event of the Clerk being indisposed the Chairman will provide administrative support. The ability to work off site is provided should the need arise. 	Currently under review.
Meeting Location Clerk's Office	Health and Safety	M	<ul style="list-style-type: none"> Meetings are held in St Wilfrids Church, Pevensey Bay. The Clerk gets the key from the caretaker for St Wilfrid's church and has separate keys for Clerks Office at the Ethel Wood Community Centre. In the event of the Clerk being indisposed the Chairman also holds a key for the Clerk's office. 	Currently under review.

			<ul style="list-style-type: none"> All the premises and facilities are currently being reviewed to comply with health and safety, accessibility and comfort aspect for the Clerk, Councillors and any Public who attend. A Health and Safety notice for the premises. There is disabled access to both buildings. A Risk Assessment needs to be put in place for the Clerks Office. 	
Council Records	Loss through damage, Fire and theft	L	<ul style="list-style-type: none"> Papers, both current and archived will be held in the Parish Office. Keys to the Parish Office are held by the Clerk, and the Chairman. Papers that can be sent to the archive will be done this year 	Damage or theft is unlikely and so provision satisfactory
Council Electronic Records	Loss through damage	L	<ul style="list-style-type: none"> The Parish Council's electronic records are stored on the Parish Council computer. The Council have a secure online backup system will be stored on a memory stick that is kept in the Clerk's Office. 	This is to be reviewed annually
Assets				
<u>Subject</u>	<u>Risk (s) Identified</u>	<u>Risk Level</u>	<u>Management/ Control of Risk</u>	<u>Review/ Assess/ Revise</u>
Recreational Grounds	Damage to equipment, bins and fencing	L	<ul style="list-style-type: none"> The equipment is managed weekly by the Parish Contractor. A yearly RSOPA check is done on all 3 grounds. An asset register is kept up to date Insurance is held at the appropriate level for all items 	Existing procedures satisfactory
Pevensey's Public Conveniences – Halls and Land	Damage to buildings and Vandalism	L	<ul style="list-style-type: none"> Insurance cover in place. Problems are rectified immediately to ensure facility is open to the public. Regular checks are made by the Clerk and Committees 	Existing procedures satisfactory

Street Furniture and Office Equipment	Damage to benches, Bus Shelters and Office Equipment	L	<ul style="list-style-type: none"> Insurance is held at the appropriate level for all items Problems are rectified immediately to ensure safe for the public. There are weekly checks made by the Parish Contractor on the street furniture 	Existing procedures satisfactory
Trees Maintenance	Damage or fallen to TPO's and other trees	L	<ul style="list-style-type: none"> Trees are monitored and review by the Tree Warden – Reports are given to Clerk and Council Problems are rectified immediately to ensure safe for the public 	Existing procedures satisfactory
Liability				
<u>Subject</u>	<u>Risk (s) Identified</u>	<u>Risk Level</u>	<u>Management/ Control of Risk</u>	<u>Review/ Assess/ Revise</u>
Minutes/ Agendas/ Statutory document	Accuracy and legality Non-compliance with statutory requirements	L	<ul style="list-style-type: none"> 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 and Committee meetings should be managed by the Chairman according to Standing Orders. 	Existing procedures satisfactory Members to adhere to Code of Conduct and Standing Orders.
Public Liability	Risk to third party, property or individuals	L	<ul style="list-style-type: none"> Insurance is in place. Risk assessment of any individual event undertaken e.g. Litter Pick Contractors used by the Council need to provide evidence of Public Liability Insurance. 	Existing procedures satisfactory Insurance is reviewed annually
Employer Liability Employee Liability Councillor Liability	Non-compliance with employment law Causing injury (damage) to employee property Causing injury	L	<ul style="list-style-type: none"> Seek advice from the Council's insurance company where required. Employer's Liability insurance in place. 	Existing procedures satisfactory Insurance is reviewed annually

	(damage to Councillors)		<ul style="list-style-type: none"> Insurance cover in place. Insurance cover in place. 	
Legal Liability	<p>Legality of activities</p> <p>Proper and timely reporting via</p> <p>Minutes Proper document control</p>	L	<ul style="list-style-type: none"> Clerk to clarify legal position on proposals and to seek advice if necessary. Council and Committees always receives and approves minutes at meetings. Where possible minutes are circulated shortly after the meeting. Retention of document policy in place 	Existing procedures satisfactory
Freedom of Information/ Data Protection	Policy Provision	<u>L</u>	<p>The Parish Council has the following documents in place:</p> <ul style="list-style-type: none"> Privacy Data Notices Privacy Policy Data Protection Policy Document Retentions Policy Model publication scheme 	<p>Existing procedures satisfactory</p> <p>Review annually</p>
Croner Membership	Policy Provision	L	<p>The Parish have policies and a handbook in place to deal with HR issues.</p> <p>This is reviewed annually by Croner and any amendments are sent to Council for approval</p>	<p>Existing procedures satisfactory</p> <p>Review annually</p>
Councillors and Staff				
Members Interest	<p>Conflict of interest</p> <p>Register of Members Interests</p>	L	<ul style="list-style-type: none"> Councillors have a duty to declare any interest at the start of the meeting or when a conflict becomes apparent during a meeting. Register of Members Interests form to be reviewed at least on an annual basis and a copy is kept by the Clerk Training will be provided for Staff and Councillors 	<p>Not all Councillors have received training.</p> <p>Members to identify any training needs</p> <p>Document is reviewed annually</p>
Councillor and staff	Bringing the Council into disrepute	L	<ul style="list-style-type: none"> Councillors understand and receive the Code of Conduct each year. A professional approach is undertaken on all Parish Council matters. The code of Conduct is review annually Training will be provided for Staff and Councillors 	<p>Not all Councillors have received training.</p> <p>Members to identify any training needs</p> <p>Document is reviewed annually</p>

