

## LITTLE ABINGTON PARISHCOUNCIL : 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.

The purpose of this document is to enable the parish council to assess the risks it faces and to 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 should have a process in place that enables a structured, systematic and focused approach to managing risk, that:

- Identifies key risks
- 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.

### Key risk scoring and impact

Size Of Risk	
0-9	Low
10-15	Medium
>15	High

	Likelihood	Impact
1	2% likely to happen	Very low
2	5% likely to happen	Low
3	10% likely to happen	Moderate
4	20% likely to happen	High
5	50% likely to happen	Very high

Subject	Risk	Likelihood	Impact	Risk rating	Management /control of risk	Review/assess/revise
<b>MANAGEMENT</b>						
Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	2	5	10	<ul style="list-style-type: none"> <li>All files and records are kept at the clerk's home .</li> <li>There is no backup except for documents sent by email or archived on the Abington's website.</li> <li>There is no parish council procedure should the clerk be indisposed or unable to work for a significant period</li> <li>The Parish Council's insurance includes cover for business continuity</li> </ul>	<p>Consider options for contingency arrangements</p> <p><i>May 2017</i></p> <ul style="list-style-type: none"> <li>Most recent key documents are available on web site</li> <li>Cover would be required if clerk was absent for a long period.</li> <li>Some costs could be covered through insurance</li> </ul>
Meeting location	<ul style="list-style-type: none"> <li>Adequacy</li> <li>Health and safety</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Meetings are held at the Abington Institute</li> <li>The premises and facilities are managed and maintained by the Abington Institute Management Group</li> </ul>	
Council records paper	Loss through theft via other damage	2	5	10	<ul style="list-style-type: none"> <li>Parish Council records dating back to the 1950s are kept in the Clerks garage.</li> <li>Space is now very limited</li> <li>There are no backups</li> <li>The documents are not catalogued.,</li> <li>The parish council does not copies of minutes between 2000 and 2003- they were sent to the County Archive</li> </ul>	<p>Agree and implement a document management and retention policy.</p> <p><i>May 2017</i> <i>In progress</i></p>
Parish Council records electronic	Loss through loss, damage, fire, corruption of computer	3	5	15	<ul style="list-style-type: none"> <li>The parish council's electronic records are stored on the clerk's computer in the clerks home.</li> <li>There is no up-to-date backup except for items stored on the Abington's website</li> </ul>	<p>Establish a process for regular backup and storage of electronic files in the location other than the clerks home.</p>

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						<p><i>May 2017</i></p> <ul style="list-style-type: none"> <li><i>weekly backup now in place.</i></li> <li><i>The backup drive is stored in the clerk's home. Consider purchasing a second drive to be held by a parish councillor</i></li> <li><i>Two years cloud storage on One Drive available with Seagate drive</i></li> </ul>
Data protection-security and confidentiality	<ul style="list-style-type: none"> <li>Data is not secure</li> <li>LAPC is not compliant with the requirements of the Data Protection Act/Data Protection Regulations</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Security of Abingtons website to be confirmed</li> <li>data security arrangements for clerk's computer be confirmed</li> <li>note computer security requirements for Internet banking. See financial regulations</li> <li>LAPC to ensure that the clerk is up-to-date with the new data protection regulations come into force in May 2018.</li> </ul>	Added May 2017
<b>FINANCE</b>						
Precept	<ul style="list-style-type: none"> <li>Adequacy of precept</li> <li>Failure of the district council to pay the precept on time</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>The parish council has a sound budgeting process to underlie the annual budget planning cycle and precept request.</li> <li>The final budget is agreed in January prior to requesting the annual precept from the District Council</li> <li>The Parish Council reviews expenditure and income against plan on a quarterly basis.</li> <li>The parish council has sufficient reserves should there be a delay in the payment of the precept</li> </ul>	

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Insurance	<ul style="list-style-type: none"> <li>• Adequacy</li> <li>• Cost compliance</li> <li>• Fidelity guarantee</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• The parish council is insured with Hiscox through Came and Co-on a three-year contract.</li> <li>• The choice of policy is assessed against the statutory criteria as a minimum</li> <li>• The parish council makes adequate allowance for the cost of insurance in its budget plan</li> <li>• The parish council holds the reserve for the £250 excess in case of a claim</li> <li>• The policy provides the statutory cover of employers liability, public liability and Fidelity guarantee.</li> <li>• The parish council policy is reviewed annually prior to payment of renewal</li> <li>• Insurance is market tested every three years</li> </ul>	
Cash	Loss through theft or dishonesty	1	1	1	<ul style="list-style-type: none"> <li>• LAPC does not have any petty cash or float.</li> <li>• The majority of transactions are carried out by cheque.</li> <li>• Any cash received is paid into the parish council bank account as quickly as possible</li> </ul>	
Financial controls and records and banking	Inadequate checks	2	3	6	<ul style="list-style-type: none"> <li>• The parish council has financial regulations that set out the requirements for banking checks and reconciliation of accounts.</li> <li>• These are reviewed annually Monthly reconciliation of the parish council's bank accounts with financial spreadsheets is confirmed at parish council meetings.</li> <li>• All payments are approved at parish council meetings</li> </ul>	

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					<ul style="list-style-type: none"> <li>All payments must be signed by two parish councillors and countersigned by the parish clerk</li> <li>the annual internal audit process includes a review of payment checks</li> </ul>	
Freedom of information act	Policy Provision	1	1	1	<ul style="list-style-type: none"> <li>The parish council uses a model publication scheme for local councils</li> <li>The parish council rarely receives FOI requests</li> </ul>	
Clerk	<ul style="list-style-type: none"> <li>Loss of qualified clerk</li> <li>Fraud</li> <li>Actions undertaken</li> <li>Salary paid in correctly</li> <li>PAYE paid incorrectly</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>The parish council has no contingency arrangements should the clerk resign.</li> <li>The parish council has fidelity guarantee insurance.</li> <li>The clerk is able to identify relevant training and request it</li> <li>The parish council has access to assistance and legal advice from CAPALC and LCPAS</li> <li>Annual internal audit</li> </ul>	Consider contingency for resignation of Clerk
Election costs	Risk of election cost	1	1	1	<ul style="list-style-type: none"> <li>The parish council budgets for election costs in an election year.</li> <li>A contingency fund is available to meet the costs of any other elections</li> </ul>	
VAT	Record keeping and reclaiming	1	1	1	<ul style="list-style-type: none"> <li>LAPC keeps records of VAT paid in line with the guidance</li> <li>VAT is reclaimed in line with guidance</li> </ul>	2016-7 to start to reclaim VAT biannually as recommended by LCPAS
Annual return	<ul style="list-style-type: none"> <li>Incorrect</li> <li>Not submitted on time</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>The draft annual return and supporting documents is included in the annual internal audit</li> <li>The final version of the annual return is completed and signed by the council at a parish council meeting before the deadline for submission</li> <li>The AR has been submitted on time since 2003</li> </ul>	

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					<ul style="list-style-type: none"> <li>An incorrect submission would result in additional audit fees and the risk of a qualified audit</li> <li>A qualified audit might put the parish council's status in jeopardy and leave it open to a more detailed review.</li> </ul>	
members interests	<ul style="list-style-type: none"> <li>Conflict-of-interest</li> <li>Register of members interests</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Councillors are aware of duty to declare any interest at the start of the meeting</li> <li>Register of members' interests is reviewed at least annually</li> <li>Failure to comply with the Code of Conduct could result in disciplinary procedure</li> </ul>	<p>May 2017.</p> <p>All parish councillors to complete /update register of interests</p>
<b>LEGALITY OF ACTIVITIES</b>						
Minutes agenda statutory documents	<ul style="list-style-type: none"> <li>Accuracy and legality</li> <li>Non-compliance with statutory requirements</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Minutes and agendas are produced in the prescribed method and legal requirements</li> <li>Minutes are approved and signed at the next meeting</li> <li>Minutes and agendas are published and displayed according to legal requirements</li> <li>Business conducted at council meeting is managed by the chair</li> </ul>	What is the impact of non-compliance?
Public liability	Risks to 3 <sup>rd</sup> party property or individuals	2	5	10	<ul style="list-style-type: none"> <li>Public liability Insurance is in place</li> <li>Parish Councillors are insured through the employers liability element of the Parish Council insurance policy</li> <li>Risk assessment of any individual event is undertaken</li> </ul>	Maintain adequate insurance
Employer liability	Non-compliance with employment law	1	1	1	<ul style="list-style-type: none"> <li>The parish council currently has only one employee – clerk</li> <li>The Parish Council is aware of changes in pensions legislation</li> </ul>	<ul style="list-style-type: none"> <li>Clerk is able to determine and undertake training with the parish council's approval.</li> </ul>

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						<ul style="list-style-type: none"> <li>Clerk to keep up to date with pension requirements and update CWG accordingly</li> <li>Clerk to check on LAPC liability for NI when her current substantive employment ends in March 2017</li> </ul>
Legal liability	<ul style="list-style-type: none"> <li>Legality of activities</li> <li>Proper and timely reporting via minutes</li> <li>Proper document control</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>LAPC is able to clarify the legal position on proposals and to seek advice if necessary</li> <li>The council always receives and approves minutes and monthly meetings</li> </ul>	<ul style="list-style-type: none"> <li>Retention of documents policy required</li> <li>Weaknesses in document control highlighted in 2015-6 annual audit</li> </ul> <p><i>May 2017:document control improved</i></p>
<b>COUNCILLORS PROPRIETY</b>						
Members interests	<ul style="list-style-type: none"> <li>conflict-of-interest</li> <li>register of members interests</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Parish councillors have training in the code of conduct</li> <li>Declarations of interests is included in all parish council agendas</li> <li>The parish council has a register of members interests</li> <li>Failure to comply could result in a complaint and investigation by district council for failing to comply with code of conduct</li> </ul>	<p><i>May 2017</i></p> <p><i>All parish councillors to complete/ update register of interests</i></p>
<b>ASSETS</b>						
Street furniture-litter bins, seats	Loss or damage risk or damage to 3 <sup>rd</sup> parties and property	2	3	6	<ul style="list-style-type: none"> <li>The parish council maintains an asset register</li> <li>A review of assets is undertaken periodically but at least twice a year for insurance and maintenance or repairs</li> </ul>	<p><i>May 2017:</i></p> <p><i>risk reduced. Inspection schedule agreed</i></p>

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					<ul style="list-style-type: none"> <li>Relevant expenditure is actioned in accordance with correct procedures</li> <li>Clerk is able to authorise expenditure up to £500 in an emergency</li> </ul>	
Notice board	Loss or damage risk - damage third-party	1	3	3	<ul style="list-style-type: none"> <li>Parish Council has one noticeboard on the corner of Church Lane</li> <li>The clerk inspects it at least monthly there is a formal inspection biannually</li> </ul>	The greatest risk would be damage to the glass probably by vandalism
Millenium Bridge	Damage third-party risks	1	5	5	<ul style="list-style-type: none"> <li>The bridge is insured</li> <li>It is inspected annually</li> <li>The Parish Council has a 5 year planned maintenance programme</li> <li>Risk of damage resulting in closure of PROW.</li> <li>Risk 3<sup>rd</sup> party injury</li> </ul>	<i>May 2017: inspection and evaluation to be arranged</i>
Trees	Damage to property Third-party risks including death or major accident	3	5	15	<ul style="list-style-type: none"> <li>The parish council does not have a register of the trees which it is responsible</li> <li>LAPC does not have an inspection regime</li> <li>LAPC has limited knowledge</li> </ul>	<i>Added May 2017</i> <ul style="list-style-type: none"> <li>LAPC to establish which trees it is responsible for and agree an inspection regime</li> <li>LAPC to endeavour to ensure a parish councillor or member of the community is trained and knowledgeable about trees</li> <li>LAPC to continue to maintain a good working relationship with the SCDC trees team</li> </ul>
Office equipment	Loss or damage	2	3	6	<ul style="list-style-type: none"> <li>The computer and the printer are the parish council's property</li> </ul>	<ul style="list-style-type: none"> <li>Clerk's home has been burgled once in the last 20 years.</li> </ul>

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					<ul style="list-style-type: none"> <li>Included on the parish councils asset register and insurance policy</li> <li>The parish council has business continuity insurance to mitigate against the costs associated with loss</li> <li>Damage to the computer would have an impact</li> <li>Parish Council funds annual update of security and virus check software</li> </ul>	<ul style="list-style-type: none"> <li>Damage /corruption is properly greater risk and loss of information</li> <li>Could budget for annual "healthcheck" by WOC</li> </ul> <p><i>May 2017 risk reduced new laptop purchased.</i></p>
<b>LIABILITY</b>						
Legal powers	<ul style="list-style-type: none"> <li>Illegal activity or payments</li> <li>Working parties taking decisions</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Activities and payments are made within the powers of the parish council and minuted.</li> <li>The planning committee is a committee of the parish council with the authority to make decisions within its terms of reference</li> <li>The Compliance Working Group is not a committee and it has no authority to make decisions. The terms of reference recognise that</li> <li>The Committee for Abington Housing is a joint parish council committee. It has terms of reference</li> <li>The status of the Recreation Committee as a Parish Council Committee , or not, is still to be established.</li> </ul>	<ul style="list-style-type: none"> <li>The status of the Abington recreation ground committee needs review</li> <li>CAH is not compliant with its terms of reference</li> </ul> <p><i>May 2017 status of recreation ground committee, liabilities and accountabilities still to be established</i></p>

## RISK SCHEDULE

ITEM	FREQUENCY	LAST REVIEWED	COMMENTS / ACTIONS
Assets inspection	At least bi Annually in March (year end ) September( insurance renewal)	March 2017	See notes on assets register
<b>Financial Matters</b> Banking Arrangements Insurance Providers VAT return completed Budget agreed, Precept requested: Bank reconciliation overseen by Councillors Clerk's salary reviewed and documented Internal audit External audit received	Annually 3 yearly Bi-Annually annually annually monthly Annually Annually Annually	May2017 August 2015 April 2017 Jan 2017 Feb 20167 monthly June 2017 May 2017 August 2016	<i>May 2017 See standing orders, financial regulations and Governance and Accountability for smaller authorities in England</i>
<b>Administration</b> Minutes properly numbered Asset register available/updated Financial Regulations reviewed Standing orders reviewed Backups taken of computer records	Ongoing At least biannually annually annually weekly	April 2017 May 2017 May 2017 May 2017	Asset register is reviewed biannually but can be updated if new assets are acquired
<b>Employers Responsibilities</b> Contract of employment in place Contractors Indemnity Insurance	Annually Ongoing	May 2016 October 2015	
<b>Members' responsibilities</b> Code of Conduct adopted Register of Interests completed and updated  Register of Gifts/Hospitality Declarations of Interests minuted	Ongoing Ongoing and reviewed annually  Ongoing	July 2012 May 2017	Register of gifts and hospitality. The Parish Council does not keep a register
<b>Date of review :</b>  <b>May 2017</b>			