

Walford Parish Council

Risk Management Scheme

Subject	Risks identified	H/M/L	Management/control of risk	Review/assess/revise
Members responsibilities				
Members Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting	
	Register of members Interests	L	Register of Members Interests form to be reviewed at least on an annual basis	
Management				
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 Clerk's home. The Clerk takes a rolling back-up of files on external hard drives which are kept at Clerk's place of work. At each Council meeting, the latest back up is given to the Chairman so that one copy is kept away from the Clerk's home. In the event of the clerk being indisposed, the Chairman to contact HALC for advice	Review when necessary Ensure procedures below are undertaken
Meeting location	Adequacy Health and Safety	L	Meetings are held in Walford Village Hall or Bishopswood Village Hall. Both premises and facilities are adequate for the Clerk, Councillors and any public. who attend from a health and safety and comfort aspect.	Existing procedure adequate
Council records - paper	Loss through theft, fire, damage	L	Held at the clerk's home in a lockable filing cabinet. Although not fire-proof, smoke alarms in the premises reduce risk of fire	Provision is adequate.
Council records -electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on the Clerk's desktop computer which is protected from viruses, malware, etc by Bitdefender. Back-ups of the files are taken each week to an external hard drive	Existing procedure adequate

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Finance				
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Parish Council receives budget update information at every meeting and detailed budget in January	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. Incl: ➤ Cheques are never pre-signed. ➤ Payee details and amounts on the cheques are always written out prior to cheques being signed. ➤ The cheque counterfoil is always completed and countersigned. ➤ All payments are supported by an invoice or a receipt. ➤ Bank transactions are accurately recorded in Sage One – this is reconciled against the bank statement in all meetings. ➤ The chequebook is held at all times by the RFO	Existing procedures adequate Review Financial Regulations as necessary
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Any cash transactions are made by the clerk, are fully receipted and then reimbursed monthly or paid by cheque on receipt of an invoice WCSS holds a £200 float – copies of cash book sent to RFO every month before a further top-up is approved by the Council Financial procedures for recording any money handed over for WCSS shopping trips; DBS Checks	Existing procedures adequate
Financial controls and records	Inadequate checks	L	Monthly reconciliations prepared by RFO and checked by a member who is not a bank signatory at every meeting. Two signatories on cheques. Internal audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Any s137 payments must be recorded at time of approval	Existing procedures adequate
Freedom of Information Act	Policy Provision	L/M	The Council has a model publication scheme for Local Councils in place. The clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council can request a fee if the work will take over 15 hours. However, the request can be resubmitted, broken down into sections, thus negating the payment of a fee	Monitor and report any impacts made under Freedom of Information Act
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 of having a contested election. An election reserve has been established to meet the costs of an unexpected bye election	Include in financial statement when setting precept
VAT	Re-claiming	L	The Council has financial regulations which set out the requirements	Existing procedures adequate

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Assets				
Street Furniture and other items	Damage to benches, signs etc	L	An asset register is kept up to date and insurance is held at the appropriate level. Regular checks should be made on all equipment by members of the Parish Council	Existing procedures adequate
Kerne Bridge Canoe Launch	Lack of formal records defining responsibilities and financial liabilities for capital expenditure on the site leading to an unclear and unspecified WPC liability	H	WPC to compile and hold accurate documentation relating to all responsibilities and capital installations on the site whether undertaken by WPC or the site management company	
	Failure of management company requiring the Parish Council to assume day to day responsibility for the site	M	Management company to make available all installation, operational processes and documentation for all equipment and services on the site	
	Damage to launch steps causing a trip hazard	H	Regular visual checking by management company and canoe launch co-ordinator, repair as required	
	Car park potholes and surface defects	L	Monitor on a regular basis and fill and repair as required	
	Farm traffic through car park damaging surface and presenting a risk to car park users	M	Ongoing discussion with landowner	
	Damage to steps from launch area up to railway bridge	M	Regular visual checking by management company and canoe launch co-ordinator; repair as necessary	
	Damage to steps from riverside up to railway bridge	M	Remove steps and reinstate bank and railings around picnic area	
	Damage to electricity supply from rain and flooding leading to loss of power or public safety risks	H	Re-site live supplies above flood level if possible. Contain all live equipment in IP65 rated cabinets. Annual inspection by competent electrician to provide an EICR (Electrical Installation Condition Report) as per the IET Wiring Regs 18 th Edition	
	Public access to main electricity supplies on the site	H	Secure all live equipment in locked cabinets	
	Safety of trees on the site presenting a risk to site users	L	Regular visual checking by management company and canoe launch co-ordinator; make safe as required. Once in the term of a Parish Council ie every four years, for the trees on site to be inspected and their condition certified by a qualified arboriculturist	
	Site users unaware of personal risks	M	Provide appropriate H&S signage on the site	

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Liabilities				
Legal powers and legal liability	Illegal activity or payments	M	All activity and payments made within the powers of the Parish Council (not ultra vires) are to be resolved and clearly minuted. Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures adequate
	Working Parties taking decisions	L	Ensure they have clear terms of reference.	Monitor
Minutes/ Agendas/ Statutory Documents	Accuracy and legality Non-compliance with statutory requirements	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair Standing Orders to be reviewed annually	Existing procedures adequate
	Proper document control		Data Retention and records management policy based on Herefordshire Council retention schedule was adopted on 4 September 2019	
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedures adequate

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Employees, volunteers and contractors				
Clerk	Loss of clerk Fraud Actions undertaken Clerk's Salary and PAYE	M L L M	A contingency fund should be established to enable training for the CiLCA qualification in the event of the clerk resigning 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 through membership of SLCC/HALC Clerk as RFO to make quarterly payments to HMRC as necessary and report at next meeting	Consider when setting next precept Monitor working conditions Existing procedures adequate
Employer Liability	Non-compliance with employment law	L	Undertake adequate training and seek advice from HALC. Review Clerk's contract annually	Existing procedures adequate
Contractors	Non-compliance with terms of contract	L	Review contracts annually	Existing procedures adequate
Community Support Scheme	Staff, volunteers & service users may be injured if they trip over objects or slip on spillages. Purchases of medication & alcohol – possible harm to Service User if not used responsibly Volunteers at risk of injury if over strenuous activity with light gardening Lifting chairs & tables for events; mobility assistance equipment		Ensure general good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Service users to keep areas clear, eg items left in walkways or stairs Guidance & advice given to Staff / Volunteers Monitoring Volunteer to discuss limits with Coordinator Coordinator has followed an online course for lifting requirements	Existing procedures adequate

Reviewed by: Council

Date of review: 22 April 2020

Date of next review: 13 May 2020