

Thorverton Parish Council - Risk Management Policy

2019 - 2020

Financial & General Management

Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Precept Determination	Ensuring process is fit for purpose	L	Councillors receive monthly bank reconciliations, quarterly updated accounts and copy bank statements evidencing performance against budget. This also helps determine the budget and precept calculations for the following year.	Process used has been established for some time and operates effectively. Continue u.f.n.
Precept Income	Precept income not received	L	Reserves are sufficient to cover at least one year's operating values as a minimum.	Procedure mitigates this risk. Continue u.f.n.
Financial Records	Financial irregularities	L	The Council has Financial Regulations in place which are reviewed annually and which set out requirements for banking, cheques signatories and reconciliation of accounts.	Financial Regulations reviewed annually by the Clerk and presented to full Council. Bank signatories/procedures are reviewed annually (May) and changes are made accordingly.
	Bank errors or Bank Losses	L	Two Councillor signatures are required per cheque. Clerk checks bank statements monthly against approved expenditure to balance the accounts.	
Cash	Loss through theft or dishonesty	L	No cash is held – all transactions go through the bank accounts.	Process mitigates this risk. Continue u.f.n.
Reporting and Auditing	Information Communicated	L	Receipts and Payments statement reviewed and signed off by full Council monthly.	Existing process works well. Continue u.f.n.
	Auditing and Governance	M	Council undertakes annual internal and external audits as required by proper processes.	Council appoints an independent internal Auditor annually and an External Auditor is allocated. Process works well. Continue u.f.n.
Cost Overheads	Services not supplied but invoiced	L	Clerk reviews all invoices presented for payment and full Council approve payment on Clerks recommendations when work has been satisfactory completed/goods have been received.	Procedures work well. Continue u.f.n.
Payment Approval	Payments authorised by full council only	L	All payment transactions are presented at full monthly Council	Procedures work well. Continue u.f.n.

			meetings for review and authorisation	
Grants Received	Grants are applied for against specified projects	L	Grant applications are prepared by the Clerk under delegated authority from the Council and are checked by full Council prior to submission. Applications are monitored by the Clerk.	The application process works well and has been successful. Continue u.f.n.
Allotments income	Rental received from the allotments	L	Rents set annually by full Council with Clerk invoicing tenants in December annually. Rent due by 1 st January annually – Clerk monitors payments received and chases bad debts.	Existing procedures work well. Continue u.f.n.
Achieving Best Value	Multiple quotes for larger projects	L	Number of required quotes follow the rules within the Councils Financial Regulations and Standing Orders.	Existing procedures work well. Financial Regulations and Standing Orders are reviewed annual.
Salaries and Expenses	Salaries incorrect, wrong hourly rate or hours worked	L	Salaries assessed annually by the Employment Committee (3 Councillors) against NALC payment scales. Recommendations made to full Council. Figures incorporated in budget calculations. Hours worked checked against timesheets. PAYE, NI and pension contributions checked against Inland Revenue on-line software and process.	PAYE outsourced – continue u.f.n. Clerk oversees other requirements and procedures are checked annually. Continue u.f.n.
	Fraud or incorrect claims	L	Expenses must be approved and claimed in arrears and authorised by full Council.	
Employees	Loss of key staff or long term illness, resignation or misconduct. Health and Safety training requirements.	M	Clerk considered only critical staff member. Temporary replacement from unpaid Councillor position or longer term from a Locum Clerk via the DALC website.	Advice to be sought through DALC with full Council making any final decisions. Training requirements reviewed at 6 monthly employment reviews. Training confirmed by full Council.
	Task specific training needed.	L	Training sources available through DALC and SLCC. Budget funding allocated annually.	
Election Costs	Risk of unexpected election	L	Council considers the allocation of precept funding each year towards election costs.	Reserves used to meet election costs if required. Process works well. Continue u.f.n.
VAT	Re-claiming	L	Clerk responsible for re-claiming VAT at least annually.	Existing procedures work. Continue u.f.n.
Annual Return	Completed and submitted in time limits	L	Clerk completes the Annual Return which is signed off by full Council prior to internal and	Existing procedures work well. Continue u.f.n.

			external audits in conjunction with required procedures.	
Legal Powers	Illegal activity or decision making	L	Clerk checks that powers are available in accordance with Council resolutions prior to any finalisation or payment. All resolutions are minuted.	System works well. Continue u.f.n.
Agendas, Minutes & significant reports	Accuracy and legal	L	Minutes and agenda are produced by the Clerk in accordance with proper procedures. Agendas are posted with 3 clear days' notice in accordance with regulations. Minutes are circulated and published in draft within 2 weeks of a meeting and signed off at the next full Council meeting.	Process follows proper procedures. Continue u.f.n.
Members Interests	Conflict of Interests and register of Interests	L	Interests feature on every Council meeting Agenda and Standing Orders are followed. Members Interest are in the public domain and Councillors have a responsibility to review details at least annually.	Existing procedures are adequate. Clerk responsible for ensuring new Councillors register their interests. Continue u.f.n.
Insurance	Meets needs and competitive	L	Reviewed annually by the Clerk in March, plus 1 Councillor, to ensure adequacy prior to reporting recommendations to full Council. Clerk to update policy when new assets are identified. Employee cover adequate and current.	Insurance fully reviewed annually for full cover, against updated Asset Register, and for best value for money – 3 quotes obtained.
GDPR Data Protection	Data protection rules followed	L	ICO registration paid annual. Full GDPR review took place in 2018 with regular annual checks since. Privacy Statements in place.	No issues – continue u.f.n.
Freedom of Information	Policy availability	L	FoI policy in place and published. Policy reviewed regularly.	No issues – continue u.f.n.

Recreation Ground Play Area

Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Play equipment and gym equipment	Loss or damage	L	Annual review of assets undertaken. Equipment inspected weekly by a dedicated Councillor and documented. Annual inspections arranged by the Clerk and presented to full Council to take any required actions.	Weekly checks done and these are reviewed quarterly. Annual independent checks take place – reviewed by full Council. Process working well. Continue u.f.n.
	Risk of damage or injury to third parties			

Notice Boards	Risk of Damage or injury to third parties. Location suitability	M	Notice boards located in School Lane (x2) and Quarry Car Park (x1). All covered by insurance and inspected regularly.	School Lane glass fronted notice board replaced 12/2017. Remaining notice boards revamped in 2018.
Street Furniture	Risk of Damage or injury to third parties. Location suitability	L	Street furniture covered by insurance policy and inspected regularly by Councillors.	No issues currently. Continue with weekly inspections u.f.n.
Meeting Location	Adequate provision and	L	PC meetings currently held in the village hall or WI Hut with regular meeting events booked 12 months in advance. Insurance held by the venues'.	No issues – continue u.f.n.
	H&S checked	M		
Council Records – paper	Loss through fire or theft	L	Electronic records held on PC laptop and hard copies held of minutes/agendas and important documents in a metal filing cabinet, external hard drive and USB sticks (kept off site). Long term records archived.	Process working well. Continue u.f.n.
	Computer failure	M	Monthly backups taken and stored on alternative premises with the Chairman.	Process working well. Continue u.f.n.
Trees	Trees or branches posing a safety problem to the public where unrestrictive right of access is available	M	Monthly inspection of trees carried out by a selected Councillor with any issues reported to full Council. Professional Tree Surgeons contracted when work is identified and resolved.	Regular reviews to continue u.f.n.

Miscellaneous

Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Poor reputation of the Council	The work of the Council is not understood leading to negative feedback from parishioners and dissatisfaction with the way services are carried out	L	Regular use of communication channels including web site and newsletters to explain the Council's activities. Use of Social Media as appropriate.	Communication Plan and Use of Social Media
Poor stakeholder relationships	Perceived or real breakdown in communications between tiers of local government or between the PC and other public providers	L	PC to understand the services provided by others and to discuss areas of joint interest periodically. The PC to respond to consultations to put its point of view across adequately.	Communication Plan
Lack of vision	An over-emphasis on the management and operation of Council	M	The PC reviewed its Parish Plan in 2017. Consideration has been given to setting	Review regularly

	services may lead to a poor performance with regard to forward planning which may prevent partnerships being formed with other public and private supplier or even the loss of grants.		up a Neighbourhood Plan but this has not yet been taken forward.	
Lack of Training or time to undertake the role of the PC	Inadequate knowledge or specialist ability may lead to poor decisions	L	Adequate training budget available. Encourage training for Councillors and staff	Training Policy in place – regularly reviewed. Council is active in attending training courses.

Adopted June 2014. Last updated March 2020.