

Risk Management Scheme

FENNY BENTLEY PARISH COUNCIL

The management of risk is an important part of the Parish Council's work in ensuring that the Council's assets are protected, the staff are safe, and residents are able to enjoy the Council facilities without risk.

Whilst the risks for a small parish council are considerably smaller than those of larger authorities they are never the less substantial, so it is important still minimise risk and plan for the unexpected.

Business & Financial Management				
Subject	Risk	H/M/L	Control	Review
Business continuity	Unable to continue business due to unexpected or tragic circumstances	L	Electronic Files backed up weekly. Details of passwords left in with Council Chair.	Annually
Meeting location	Health & Safety/Accessibility issue	L	Arrange alternative venue for meetings.	
Council Records	Loss of records through theft, fire, damage, corruption	M	Security at Clerk's home. Adequate back up of data and insurance at both sites. Records in Clerk's home are clearly labelled.	Annually
Legal Powers	Illegal activity	L	All decisions made at full Council meetings. Terms of reference in Standing Orders.	Review annually or when setting up sub-committees.
Minutes/Agendas	Accuracy	L	Minutes & Agendas produced in accordance with guidelines and approved at next meeting.	
Public Liability	Risk to third party, property or individuals	M	Adequate public liability insurance cover. Risk assessments carried out.	Review annually or when starting new projects.
Employer Liability	Non-compliance with employment law	L	Adequate insurance. Regular updates from DALC.	Review annually.
Members' interests	Not declared or out of date	M	Declaration of interest on every agenda.	Review annually.
Precept	Adequacy of precept	L	Careful financial planning and management, sound budget setting process	Review annually
Insurance	Inadequate insurance	M	Review insurance cover annually, does it cover all the Council activities and assets?	Review annually

Banking	Inadequate checks and incorrect reconciliation	L	Financial regulations in place. Reported bank balance is checked against actual bank balance quarterly.	Review financial regulations annually.
Cash	Loss of cash through theft or dishonesty	L	Council does not use petty cash.	Review annually as part of financial regulations.
Financial Controls & Records	Inadequate checks	L	Financial regulations in place. Full finance report presented at every meeting.	Review annually as part of financial regulations.
Freedom of Information	Policy provision	L	Current policy in place but currently being reviewed as part of GDPR changes.	Review annually.
Clerk	Loss of Clerk/RFO Fraud, Incompetence, Payroll		Notice period built into contract. Fidelity guarantee insured. CILCA course completed. Payroll processed by independent company.	Review as necessary.
Election Costs	Unbudgeted cost	L	Council has adequate reserves, but this will be a budget item coming up to an election year.	Review as necessary.
VAT	Reclaiming	L	Council does not charge VAT. VAT is reclaimed quarterly if over £100.	Covered by financial regulations.
Annual Return	Late submission, incorrect	L	Time allowed is adequate to fit in with Council meetings. Internal auditor checks accuracy.	
Council Assets				
Speed Monitoring sign	Equipment failure	M	Council has annual maintenance contract with supplier	Review annually
Notice Board	Damage/loss/Injury to public	L	Covered by public liability insurance	Review annually.
Office Equipment	Loss/Damage	L	Adequate security at Clerk's Home/Village Hall	Review annually.
Defibrillators	Loss/Damage	L	Regular checks carried out, new supplies ordered as necessary	Review annually.

Key:

H: High Risk
M: Medium Risk
L: Low Risk