



AUDLEM
PARISH COUNCIL

AUDLEM PARISH COUNCIL MANAGEMENT REGISTER & RISK POLICY

Original Adopted Date	Current review date	Next review date
2017	June 2024	March 2025

What is Risk Management?

Risk is the threat that an event or action will adversely affect the council’s ability to achieve its objectives and to successfully implement its strategies and services. Risk management is the process by which risks are identified, assessed and controlled. It is a key element of the council’s governance framework. This policy has been produced to enable the Parish Council to assess the risks that it faces and to satisfy itself that it has adequate arrangements in place to minimise them. The Council recognises that some risks can never be totally eliminated, however, it has put in place a strategy that provides a structured and systematic approach to minimising risks that may affect the council.

Risk assessment is a systematic examination of the parish council’s services & activities, assets, workforce and external environmental factors that enables the council to identify all potential risks inherent in the place or practices. Based on a recorded assessment the council should then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible. Making sure that all employees are made aware of the results of the risk assessment. This risk register exists to enable the Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

In conducting this exercise, the following plan was followed:

- Identify the hazard or activity to be reviewed.
- Identify what risks may exist or arise.
- Evaluate and describe the management and control of the risks and record findings.
- Review, assess and revise if required.

The council has broken down the risks it faces into three categories – Financial, Operational Management and Physical Equipment or Assets. Each of these categories is considered in detail over the following pages; the risks are identified and described together with an evaluation of their significance to the organisation (High, Medium or Low) and arrangements are described for how the council proposes to manage or control the risk to what it considers to be a satisfactory level.

FINANCE				
Topic	Risk	H/ML	Management/control of risk	Review/Assess/Revive
Bank and Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The Clerk reconciles the bank accounts monthly to ensure transactions are correctly reflected in the financial information presented to the council monthly. Detailed reconciliation figures are presented quarterly to the Council	Existing procedures adequate. Review Financial Regulations annually. Review bank signatory list after AGM and an election. Reconcile accounts and bank statements monthly and have signed off quarterly by a Member of the Council.
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	Loss of Clerk or Loss of Council papers / electronic records . A business continuity plan holding simple key information is in place and is held by the Clerk, Chairman and Vice Chairman	Appropriate back-up arrangements in place. Review plan when necessary.
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements for the handling of cash. No petty cash or cash float is held by any staff.	Existing procedure adequate. Review the Financial Regulations when necessary
Charges/rents payable	Payments of charges/leases/rentals	L	The Parish Council does not currently lease any property or equipment from a third party.	N/A
Charges – rental receivable	Receipt of rental	L	The Parish Council currently leases a parcel of land. The receipt of rental charges are recorded through the routine financial reporting to the Council	Existing procedure adequate. Review agreement and fees annually.
Direct costs Orders and invoices	Goods billed but not supplied Incorrect invoicing	L L	The Council has Financial Regulations which set out the underlying requirements. The Council is provided with details of payments and receipts for the coming month and sometimes the preceding month at every council meeting for consideration and approval.	Existing procedures adequate. Review the Financial Regulations annually.
Financial Records	Inadequate records Financial irregularities	L L	The Council has adopted Financial Regulations which set out the requirements for reporting financial information to the council. This includes procedures that are	Existing procedure adequate. Review the Financial Regulations at least yearly.

			designed to prevent fraud and irregularities	
Grants payable	Is there a power to pay?	L	All such expenditure is considered by Council for approval and minuted accordingly.	Existing procedure adequate.
	Is authorisation properly recorded?	L	If payment is made using the S137 power, this is recorded specifically.	The Clerk records S137 payments when required.
Precept	Adequacy of precept	L	The Council regularly receives budget update information through the year to check the adequacy of the precept which is fixed by full Council. At the Precept meeting the Council receives a budget update report, including actual and projected year-end indicative figures provided by the Clerk.	Existing procedures adequate
	Requirements not submitted to District Council	L	Once the Council has formally agreed the level of precept required the clerk requests this amount from the District Council.	
	Amount not received by District Council	L	The Clerk informs Council when precept income is received.	
Reporting and Auditing	Provision of monitoring information	L	A budget monitoring statement is produced monthly for the parish meeting. The statement includes bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank statements.	Existing reporting procedures are adequate.
	Compliance	M	Council should regularly audit internally to check procedures and comply with the Fidelity Guarantee.	Council annually to appoint an Internal Auditor

OPERATIONAL MANAGEMENT

Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Annual Audit Return	Submit within time limit	L	Annual Audit Return is completed and approved by the Council, documents subject to internal audit prior to being forwarded to the External Auditor within required time limit	Existing procedure adequate
Councillor Allowances	Councillors over-paid Income tax deduction	L	No allowances are paid to Parish Councillors	No procedure required
Data Protection	Policy	L	The Council is registered with the Information Commissioner.	Ensure annual review of registration
Employees	Loss of key personnel	L	The Councillors will convene emergency meetings to agree interim arrangements if key	Existing procedure adequate

	Fraud by staff	L	personnel are absent without notice. The council carries Fidelity Guarantee insurance with regard to fraud or staff actions.	
	Actions undertaken by staff	L	The Clerk is provided with access to relevant training, reference books and legal advice required to undertake the role.	
	Health & Safety	L	Operational staff are provided with adequate direction and safety equipment needed to undertake their roles, i.e. protective clothing and training. Annual appraisal interviews are carried out.	
Freedom of Information Act	Policy	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts of requests made under the FOI Act.
	Provision	M	Ensure the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. (The Council will not normally make a charge for responding to an FOI request unless the cost of responding exceeds £450 based on £25 per hour)	
Insurance	Adequacy	L	An annual review is undertaken (at time of policy renewal) of all insurance arrangements.	Existing procedure adequate.
	Cost	L	Employers and Employee liability insurance is a necessity.	Review insurance provision annually.
	Compliance	L	Ensure compliance measures are in place.	
	Fidelity Guarantee	M	Ensure Fidelity checks are in place	Review of compliance.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Council	All powers appropriately considered and minuted.
Members Interests	Conflict of interest	L	The declaration of interests by members at meetings is a standing item to remind Councillors of their duty.	Existing procedure adequate.
	Register of Members interests	M	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update the Register.

Minutes/Agendas/Notice s Statutory Documents	Accuracy and Legality	L	Minutes and agendas are produced in the prescribed form by the Clerk and adhere to legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are accessible to the public in compliance with the legal requirements.	Existing procedure adequate.
	Business Conduct	L	Business conducted at Council meetings is managed lawfully by the Chair in accordance with Standing Orders and with the advice and guidance of a qualified clerk.	Guidance/training is available to the Chair
Salaries and associated costs	Salary paid incorrectly	L	The Parish Council authorises the appointment level of remuneration for all employees. Rates of pay are linked to national terms and conditions. An external accountancy firm calculates payroll and generates payslips	Existing systems include adequate control
	Wrong deductions of tax or NI Unpaid tax or NI contributions to the Inland Revenue	L	Tax and NI are calculated by the external accountancy firm and the amounts to be paid are issued to the Council on a quarterly basis for payment. All operational staff submit monthly time sheets containing hours & tasks. All staff have a contract of employment and job description	
Value for Money Accountability	Work awarded incorrectly Overspend on services	L M	Financial Regulations specify the procedures for procuring goods and services. If problems are encountered with a contract or a service, the Clerk would investigate, check the relevant circumstances and report to Council.	Existing procedures, contained within Financial Regulations, are adequate.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the required processes and an accounting software programme which calculates & records VAT input and output.	Existing procedure adequate

PHYSICAL EQUIPMENT OR AREAS				
Topic	Risk	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third parties/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance purposes.	Existing procedure adequate
Council records – paper	Loss through: - theft - fire - damage	L M L	The Parish Council's current records are stored at the clerk's home address and on the council laptop.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records – electronic	Loss through: - theft - fire - damage - corruption of computer	L M L L	The Parish Council's electronic records are password controlled and stored on the Council's laptop computer. Files are backed-up to 'Dropbox' weekly.	Computer records are backed up weekly
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	L L	All assets owned by the Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the procedures agreed by the Council. Where necessary annual maintenance plans are put in place, e.g. computer & CCTV equipment. All assets are insured and reviewed annually. The asset register is reviewed through the annual audit process. Parish councillors regularly inspect all public amenity land	Existing procedure adequate. Ensure timely inspections carried out.