

WILLINGTON PARISH COUNCIL

RISK MANAGEMENT SCHEME

It is important to ensure that all identified risks have been formally assessed and that written assessments are completed and kept on record, as this will assist and may be used in evidence in case of any claims against the council.

The register specifies and describes the risk, and assesses the likelihood and the severity of the risk. The council should then look at any risk mitigation measures that are already in place, and any further measures that would further reduce the risk.

To reduce risk, Willington Parish Council has adequate public liability insurance in place, which transfers the financial risk to an insurance company who would seek to defend any loss or claims. Key areas of risk that should be covered through insurance by the council include:

- Public Liability
- Employers' Liability
- Property
- Business Interruption
- Libel and Slander
- Fidelity Guarantee

If the council is in doubt about any aspect then it should consult and discuss its policy with its insurance broker or insurance company; it is good practice to review the cover and sums insured annually. Insurance Premium Tax cannot be recovered by the council.

SPECIFIC RISKS ASSESSMENTS AND MANAGEMENT 2019/2020

Subject	Risk identified	Risk Level	Management/ Risk Mitigation	Review/Assess/Revise
MANAGEMENT				
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	M	All electronic files are held on individual laptops.	Review annually or when necessary. Existing procedure adequate.
Council Records	Loss through theft, fire, damage.	L	All records current and legacy are held at Twyford Rd Playing Fields Changing Rooms and at the Clerks home.	Damage of fire or theft is unlikely. Review annually or when necessary.
Council Records Electronic	Loss through damage	L	All records are stored on electronic files held on individual laptops and website.	Review annually or when necessary.
Meeting Location	Health and Safety	L	Meetings are held in local premises. Premises and facilities are considered satisfactory from a health and safety, accessibility and comfort perspective There is disabled access and accessible toilet.	Review annually or when necessary. Existing procedure adequate.

FINANCE				
Precept	Adequacy of Precept	M	Sound budgeting to underlie annual precept. Council to monitor budget information and detailed budgets to be prepared in November. Council considers the precept in January	Review annually or when necessary. Existing procedure adequate.
Insurance	Adequacy, cost, compliance, fidelity guarantee.	L	An annual review is undertaken of all insurance requirements and cover is adjusted as necessary.	Review annually or when necessary. Existing procedure adequate.
Banking	Inadequate checks	L	The Council follows its Financial Regulations which sets out the arrangements for banking	Review annually or when necessary. Existing procedure adequate. Review Financial Regulations as necessary.
Cash	Loss through theft or dishonesty	L	No petty cash held	
Financial Controls and Records	Risk of inadequate checks and balances	L	Monthly reconciliations prepared by Clerk and presented to Council. Two signatories on cheques, and BACS payments. Internal audit. All financial commitments must be resolved and minuted before any commitments are made. All s137 payments must be recorded.	Review annually or when necessary. Existing procedure adequate.
Payroll	Breach of employment laws including tax	L	Procedures in place for payroll to be completed externally..	Review annually or when necessary. Existing procedure adequate.
Election Costs	Risk of election costs to fill a casual vacancy	L	Election costs of up to £10,000.00 are held in earmarked reserves,	Review annually or when necessary. Existing procedure adequate.
VAT	Re-claiming, re-charging incorrectly	L	The Council has Financial Regulations which set out the requirements. VAT is recovered annually.	Review annually or when necessary. Existing procedure adequate.
Annual Governance and Accountability	AGAR not being submitted within time limits.	L	AGAR is completed and signed by the Council and the Internal Auditor. It is then forwarded to the External Auditor within the time limits. Clerk prepares a timetable for Council.	Review annually or when necessary. Existing procedure adequate.
Freedom of Information Act	Risk of additional work imposed by any matters submitted under FOI.	M	The Council has a model publication scheme in place. If a substantial request is received, it may require many hours of additional work. The Council can	Monitor and report any impacts under the FOI Act.

			request a fee if work takes over 15 hours.	
ASSETS				
Assets	<p>Protection of physical assets;</p> <ul style="list-style-type: none"> • Council Offices, 120 Nottingham Road • Store-Room facility is located in garages at the rear of the Offices. • 120 Nottm. Rd. Rented out to tenants; <ul style="list-style-type: none"> a) Police b) Shop c) Registrar • Allotments • Millennium Clock • War Memorial, Plumtree Way • War Memorial 	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>Insurance is in place and all health and safety checks are in place, carried out by the caretaker, checked by the Clerk. Routinely checked for required maintenance. Covered by intruder, fire alarm and CCTV.</p> <p>Insurance is in place and all health and safety checks are in place, carried out by the caretaker, checked by the Clerk. Routinely checked for required maintenance.</p> <p>The Council insures and maintains all of these areas. All health and safety checks are in place, carried out by the caretaker, checked by the Clerk. Routinely checked for required maintenance.</p> <p>Allotments are monitored regularly by the Deputy Clerk and the Allotment representative. Allotment holders are encouraged to hold their own specialised insurance. An allotment maintenance budget is held by Council.</p> <p>A maintenance contract is held for this clock.</p> <p>This is inspected regularly for averse wear and tear, and to ensure there is no risk.</p> <p>This is inspected regularly for adverse wear and tear,</p>	<p>Review annually or when necessary. Existing procedure adequate.</p> <p>Review annually or when necessary. Existing procedure adequate.</p> <p>Review annually or when necessary. Existing procedure adequate.</p> <p>Review annually or when necessary. Existing procedure adequate.</p> <p>Review annually or when necessary. Existing procedure adequate.</p> <p>Review annually or when necessary. Existing procedure adequate.</p> <p>Review annually or when necessary. Existing procedure adequate.</p>

	<ul style="list-style-type: none"> • Noticeboards 	L	<p>and to ensure there is no risk.</p> <p>These are inspected regularly for any maintenance requirements. Keys are held in the Council Offices.</p>	Review annually or when necessary. Existing procedure adequate.
LIABILITIES				
Legal powers and legal liabilities	Risk of illegal activity or payments	M	<p>All activity and payments made within the powers of the Parish Council (not ultra vires) are to be resolved and clearly minuted.</p> <p>Standing Orders and Financial Regs are kept up to date.</p> <p>Clerk to clarify legal position on proposals and seek advice if necessary.</p>	Review annually or when necessary. Existing procedure adequate. Ensure ongoing training for all staff to ensure up to date with all legislation.
Minutes, Agendas, Statutory Documents	Risk of being inaccurate and illegal. Non-compliance with statutory requirements.	L	<p>Minutes and Agendas are produced in the prescribed method and adhere to legal requirements, Minutes are approved and signed at the next meeting. Minutes and Agendas are approved and signed at the next meeting.</p> <p>Business conducted at meetings to be managed by the Chair.</p> <p>Standing Orders and Financial Regs are reviewed annually.</p>	Review annually or when necessary. Existing procedure adequate.
Document Control	Risk of inadequate document control	L	Document control policy is in place and regularly reviewed.	Review annually or when necessary. Existing procedure adequate.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessments of every individual event undertaken.	Review annually or when necessary. Existing procedure adequate.
MEMBERS RESPONSIBILITIES				
Members Interests	Conflict of Interests Risk of not maintaining Register of Interests	M	<p>Councillors have a duty to declare any interest at the start of the meeting.</p> <p>Register of interest forms to be reviewed at least on an annual basis, in addition to when anything changes.</p>	Review annually or when necessary. Existing procedure adequate.
Councillor Propriety	Risk of not declaring gifts or hospitality	L	Register of gifts and hospitality are kept in the office. All members have signed Code of Conduct.	Review annually or when necessary. Existing procedure adequate.
	Bringing the Council into disrepute	L		

			Code of Conduct completed by all Councillors	Councillors to identify any training needs.
EMPLOYEES, VOLUNTEERS AND CONTRACTORS				
Clerk/RFO Deputy Clerk	Risk of loss of Clerk/Deputy Clerk Fraud	M L	A contingency fund should be kept to cover recruitment and training costs in the event of resignation of the Clerk. The requirements of the Fidelity Guarantee Insurance to be adhered to.	Review annually or when necessary. Existing procedure adequate. Purchase reference books where necessary. Membership of the SLCC and NALC. Monitor working conditions Yearly appraisals.
Contractors	Risk of non-compliance with terms of contract	L	Contracts are reviewed annually.	Review annually or when necessary. Existing procedure adequate.
Volunteers	Risk of injury etc.	L	Risk assessments are carried out on all activities where volunteers are used.	Review annually or when necessary. Existing procedure adequate.

120 Nottingham Road, Eastwood. Multi use building

With following Tenants;

- Notts Police
- Notts CC Registrar
- Better than Hypnosis

Landlord

- Eastwood Town Council

NB: RISK LEVELS

- H = High Risk
- M= Medium Risk
- L = Low Risk
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This survey was carried out on XX/XX/XX by the Town Clerk, and approved by Council

on..... Minute Number.....

Signed (Mayor of Eastwood)

Signed (Eastwood Town Clerk)

Date.....

To be reviewed annually at Annual Council (next review date May 2021)