

# **NETTLETON PARISH COUNCIL**

## **RISK MANAGEMENT POLICY**

Adopted: 14 May 2024

Minute Reference: 9 k)

Next Review: May 2025 (Annual Parish Council Meeting)

Risk assessment is a systematic general examination of the activities of the Parish Council to enable potential risks to be identified.

The Parish Council, based on the recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks identified.

This document has been produced to enable the Council to assess the risks inherent to its activities and satisfy itself that it has taken all reasonable steps to minimise them.

Area	Identified Risk	Risk Level	Controls	Action Required
<b>Financial</b>				
Precept	Adequacy of the precept for Council to carry out its statutory duties	L	Annual budget produced The Council receives monthly budget report Monthly information and budget monitoring allows Council to estimate costs for subsequent years	No action required. Existing procedure adequate
Financial Records	Inadequate records leading to financial irregularities	L	Financial Regulations sets out requirement for production of records at meetings.	No action required. Existing procedure adequate
Bank and Banking	Inadequate checks/ bank mistakes	L	Financial Regulations set out banking requirements and controls in place for electronic banking Monthly bank reconciliation statement	No action required. Existing procedure adequate
Reporting and Auditing	Communication of information	L	Financial matters are a regular agenda item Monthly checks by Councillors	No action required. Existing procedure adequate
Wages and Associated Costs	Salaries paid incorrectly Incorrect HMRC NI and PAYE payments	L	External payroll provider generates pay slips and Form P32 for HMRC payments	No action required. Existing procedure adequate
Best Value Accountability	Work awarded incorrectly. Overspend on services.	L	Financial Regulations specify: <ul style="list-style-type: none"> <li>3 quotes for all work estimated as over £3000.</li> </ul>	No action required. Existing procedure adequate

			<ul style="list-style-type: none"> <li>Competitive tendering process for all major projects</li> </ul>	
VAT	Unclaimed VAT refunds	L	Monthly finance report informs Council of outstanding VAT to reclaim and VAT refunds received	No action required. Existing procedure adequate
<b>Employment</b>				
Working Hours	Over payment of wages for hours worked	L	Overtime hours worked are reported under Personnel at each meeting	No action required. Existing procedure adequate
Working Conditions	Council non-compliant with contractual obligations; leading to discontented workforce.	M	Regular reviews of staff performance and working relationship with the Council	Ensure all staff have access to reviews, etc
Health and Safety	Injury to staff in the working environment	M	Provision of regular reviews of staff working procedures, risks involved and adequate direction on the safe use of any equipment required to undertake roles	All staff to receive health and safety guidance in conjunction with regular reviews of working practices and risk assessments.
Fraud	Fraud by employees	L	Regular checks and internal controls on financial activity	No action required. Existing procedure adequate
<b>Insurance Provision</b>				
Adequacy	Insurance provision inadequate for the risk identified	L	Annual review is undertaken of all insurance arrangements	No action required. Existing procedure adequate
Cost	Best value practice not undertaken	L	Cost of insurance provision and service provided by said provider reviewed annually.	No action required. Existing procedure adequate

<b>Freedom of Information Provision</b>	Non-compliance with Freedom of Information Act statutory requirements	L	Council has Publication Scheme available on website and hard copy from the Clerk	No action required. Existing procedure adequate
<b>Data Protection</b>	Non-compliance with Data Protection Act and GDPR  Statutory requirements for registration as data controller	L	Clerk/RFO and members trained  Council registered with ICO as a Data Controller  Data/information audit complete and reviewed regularly  Privacy notices available on website	No action required. Existing procedure adequate
<b>Annual Return (HMRC)</b>	Submission within time limits to avoid financial penalties	L	Employers Annual Return to HMRC completed and submitted online within the required time frame by Clerk/RFO	No action required. Existing procedure adequate
<b>Annual Return (to External Auditors)</b>	Submission within time limits to avoid financial penalties	L	Annual return approved by Council, leaving adequate time for submission	No action required. Existing procedure adequate
<b>Legal Powers</b>	Illegal activity and/or payments	L	All actions of the Parish Council noted in minutes presented to all members.  All resolutions for payment resolved at monthly meetings of Parish Council.	No action required. Existing procedure adequate
<b>Statutory Obligations Regarding Documents</b>	Accuracy and legality of notices, agendas and minutes	L	Notices, agendas and minutes are produced and displayed by the Clerk, adhering to legal requirements.  Minutes are approved, signed and dated at the next meeting of the Council/Committee.	No action required. Existing procedure adequate

<b>Members Interests</b>	Non-registration of Disclosable Pecuniary interests leading to criminal prosecution	M	Request for all members to declare any interests in business to be considered at all meetings.  Registration of interests by members on prescribed form.  Responsibility of individual member to declare said interests.  Register of interests forms displayed of parish council website.	No action required.  Existing procedure adequate
<b>Assets</b>				
Assets Maintenance	Loss or damage  Risk of damage to third party	L	Annual review of assets undertaken for both insurance provision and external audit requirement	Asset register needs to be updated with values and locations
Notice Boards, Dog Bins Salt/Grit Bins and Benches	Damage to equipment  Risk to third parties	L	Monthly checks undertaken by Council  Clerk possesses emergency powers to deal with urgent maintenance work  Public Liability insurance in place	No action required.  Existing procedure adequate
Open Spaces and Trees	Damage to equipment  Risk to third parties	L	Monthly checks undertaken by Council  Clerk possesses emergency powers to deal with urgent maintenance work  Public Liability insurance in place	No action required.  Existing procedure adequate

Asset Performance	Poor performance of assets	L	All assets owned by Parish Council are regularly reviewed  All repairs and relevant expenditure authorised in accordance with correct procedures of the Parish Council  All assets insured  Insurance provision reviewed annually	No action required  Existing procedure adequate
<b>Meeting Location</b>	Premises inadequate for needs of Council and inaccessible for the public	L	All meetings of the Parish Council are held in the Village Hall which has adequate facilities for the hosting of meetings	No action required.  Existing procedure adequate
<b>Council Records</b>				
Paper Records	Loss of essential records through theft and/or fire damage, including minutes, leases and financial records	L	Documents stored in locked office at the Village Hall	No action required.  Existing procedure adequate
Electronic Records	Loss through; theft, fire damage or corruption of computer	L	Council laptop is backed up to an external drive on a regular basis	No action required.  Existing procedure adequate

#### Key to Level of Risk

L: Low

M: Med

H: High