

## Fretherne with Saul Parish Council Risk Management Schedule

### Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the key risks facing the council
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

### MANAGEMENT

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	M	All files and recent records are kept at the Clerks home on a laptop backed up by an external hard drive. The clerk makes a monthly back up of files. In the event of the clerk being indisposed the Chairman to contact GAPTC for advice.	Find suitable security cloud based storage for backups(GDPR compliant) or secure 3 <sup>rd</sup> party such as another councillor. Consider fire safe. Once this has been done then move to L risk.
Meeting location	Adequacy Health and Safety	L	Meetings are held in the Memorial Hall or other suitable venue as decided by availability. During any unavailability or pandemic where face to face meetings cannot be held the use of online meetings will be used (such as Zoom). These links will be published in adequate time where at all possible.	
Council Records	Loss through theft, fire, damage	L	Some older records are retained at the Glos County Archives. Papers, less than 6 years old, are stored in Clerks home	Damage or theft is unlikely and so provision adequate.
Council Records electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on a laptop backed up by an external hard drive. Back-ups of the files are taken at monthly intervals and are checked to ensure readability of data. Adequate anti-virus protection is renewed annually.	See recommendations in Business Continuity.

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FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. Parish Council regularly receives budget update information and detailed budgets in the late autumn. The precept is an agenda item at the January meeting.	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually. GAPTC will be consulted if any requests are received.
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts, including online banking.	Existing procedures adequate Review Financial Regulations as necessary
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Transactions are made or paid by cheque	Existing procedures adequate
Financial controls and records	Inadequate checks	L	Monthly reconciliation checked by Parish Council. Two signatories on cheques. Internal and external audit. Any payments must be resolved and clearly minuted. Any S137 payments must be recorded at time of approval	Existing procedures adequate
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts made under Freedom of Information Act
Clerk or RFO (these may not be the same person in the future)	Loss of qualified clerk Fraud Actions undertaken Salary paid incorrectly	M L L L	A fund has been established to enable ongoing training. The requirements of <b>Fidelity Guarantee</b> insurance must be adhered to Clerk should be provided with relevant training, reference books, access to assistance and legal advice Internal Auditor check	Include in financial statement when setting precept Purchase revised reference books Membership of SLCC Monitor working conditions and hours of work Build relationship with other local clerks for advice and use if Clerk is indisposed or resigns.

Election Costs	Risk of election cost	<b>M</b>	Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. A contingency fund is available to meet the costs.	Include in financial statement when setting precept
VAT	Re-claiming/charging	<b>L</b>	The Council has financial regulations which set out the requirements	Existing procedures adequate
Contractors or suppliers	Failure to verify work undertaken by contractors or suppliers. Costs incurred, value for money issues.	<b>L</b>	The clerk or a councillor checks all work before any payment is authorised.	Existing procedures adequate.
CIL	Failure to spend CIL results in funds being returned to SDC. Lost opportunity to create lasting value for parish/residents.	<b>L</b>	Little development work occurs in the parish, CIL not expected. Should funds be received then a CIL tracker will be created to monitor expenditure. Parishioners consulted to how best to invest the payment in the parish.	Tracker to be created and survey carried out IF CIL payment received.
Annual return	Not submitted within time limits	<b>L</b>	Annual return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within time limit	Existing procedures adequate

<b>ASSETS</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Contol of Risk</b>	<b>Review/Assess/ Revise</b>
Street Furniture 2 benches, 2 bus stops and a dog bin	Loss or Damage Risk/damage to third party(ies)/property	<b>L</b>	Parish Council has 2 benches, 2 bus stops, and 1 dog bin as listed on Asset Register. Total Risk Sum Insured of £14779.59 for street furniture. A review of assets undertaken periodically, but at least annually for insurance provision and maintenance. All repairs and relevant expenditure for these are actioned in accordance with correct procedures.	Existing procedure adequate  Ensure Inspections are carried out
Notice Boards	Loss or Damage Risk/damage to third parties/property	<b>L</b>	Parish Council has 3 Notice boards, the High St, Framilode Pound and Framilode Passage. Monthly regular inspection when displaying	Existing procedure adequate

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			Notices for meetings.	Ensure Inspections are carried out
Allotments	Income from allotments is not paid within the agreed terms. Excessive clearance cost incurred by council on vacating allotment through poor tenants.	L L	Cashflow, additional work by clerk in debt recovery. Income from the allotments, is regularly monitored by the clerk. Burden on budgets and precept. The council has commenced an admin and deposit bond to cover these eventualities.	Existing procedure adequate.  Procedure is now in place, to be reviewed annually in budget.
Ownership of Trees	Damage caused to or by trees which endangers public safety or causes legal nuisance to others.	L	Parish trees are inspected every 2 years. Consider any damage to be inspected by an independent qualified tree assessor. Report is considered and acted on.	Ensure inspections are carried out and report reviewed.
Land and Assetts	Unauthorised traveller encampment. Damage caused to land or assets.	L	Costs incurred due to land damage or clearing of discarded waste.	To create a policy and action plan.
Office Equipment	Loss or Damage	L	20% depreciation of the original cost added annually to the budget. Loss and damage cover included within the insurance policy. Total Risk Sum Insures of £25,000 for office equipment	
<b>LIABILITY</b>				
<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L</b>	<b>Management/Control Risk</b>	<b>Review/Assess/Revise</b>
Legal Powers	Illegal activity or payments.	L	All activity and payments made within the powers of the Parish Councils are to be resolved and clearly minuted.	Existing procedures adequate.  Monitor on a monthly basis.
Minutes/Agendas/ Statutory documents	Accuracy and legality Non-compliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting Minutes and agendas are displayed according to legal requirements Business conducted at Council meetings should be managed by the Chairman	Existing procedures adequate  Undertake adequate training  Members to adhere to Code of Conduct
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk Assessment of any individual event undertaken.	Existing procedures adequate.
Employer Liability	Non-compliance with	L	Undertake adequate training.	Existing procedures adequate.

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	employment law.			
Legal Liability	Legality of activities. Proper and timely reporting via Minutes.  Proper document control.	<b>M</b> <b>L</b>  <b>L</b>	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves minutes at monthly meetings. Retention of document policy in place.	Existing procedures adequate.  Existing procedures adequate.  Existing procedures adequate.
Risk Liability	The Council does not identify all its risks.	<b>M</b>	Financial, criminal or reputational loss, to seek legal advice if necessary. Adequate insurance cover in place. The Risk Register is new and in development. It will be considered more often (than normal) in the coming year and an annual risk walk is considered to ensure all risks are adequately	Register to be reviewed throughout year updated and all risks are adequately recorded and reduced.
<b>COUNCILLORS PROPRIETY</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Contol of Risk</b>	<b>Review/Assess/Revise</b>
Members Interests	Conflict of Interest  Register of Members Interests	<b>M</b>  <b>L</b>	Councillors have a duty to declare any interest at the start of each meeting. Register of Members Interests forms to be reviewed at least on an annual basis.	Existing procedures adequate.  Members to take responsibility to update their register.

<b>RISK SCHEDULE ITEM</b>			
<b>ITEM</b>	<b>FREQUENCY</b>	<b>LAST REVIEWED</b>	<b>COMMENTS/ACTIONS</b>
<b>Assets inspection</b>			
<b>Financial Matters</b>			
Banking Arrangements	Annually	November 2023	Renewal required from 2023, all others ongoing
Insurance Providers	Annually	August 2023	
VAT return completed	Annually	March 2023	
Budget agreed	Annually	Jan 2023	
Precept requested:	Annually	Jan 2023	
To include contingency for election and clerk Cilca qualification	Annually	Jan 2023	
Bank reconciliation overseen by Councillors	Monthly	At each meeting	
Clerk's salary reviewed and documented	Annually Annually	November 2023	

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Internal audit External audit Internal check of financial procedures	Annually When qualified Annually	November 2023 April 2022 ongoing	
<b>Administration</b> Minutes properly numbered Asset register available/updated Financial Regulations reviewed Standing orders reviewed Backups taken of computer records	Monthly Annually Annually Annually Monthly	Ongoing March 2023 March 2023 March 2023 Monthly	Ongoing
<b>Employers Responsibilities</b> Contract of employment in place Contractors Indemnity Insurance	Annually	May 2023	Ongoing
<b>Members' responsibilities</b> Code of Conduct adopted Register of Interests completed and updated Declarations of Interests Minuted	Annually Annually Monthly	March 2023 January 2023 Ongoing	Ongoing