

HERONGATE AND INGRAVE PARISH COUNCIL



RISK MANAGEMENT PLAN

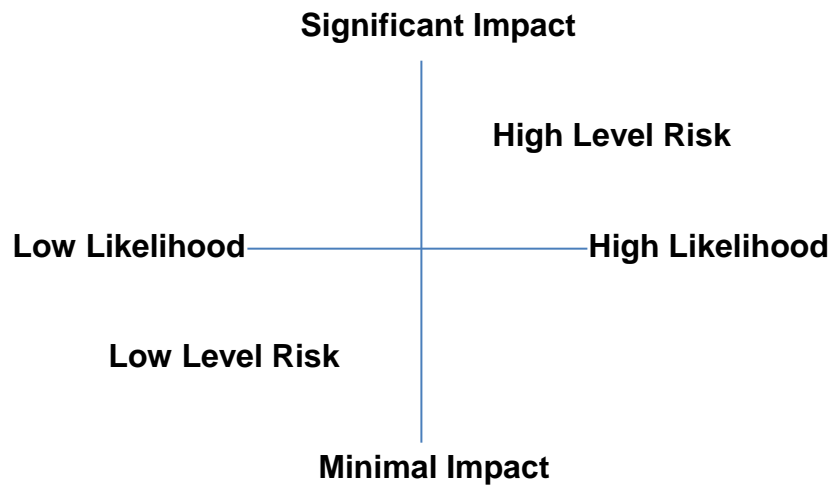
This Risk Management Plan was reviewed by the Clerk on 25TH March 2019 and put forward for adoption at the Ordinary Parish Council Meeting held on 26th March 2019. This document is due for review by 01/04/2020.

1 POLICY

- 1.1 The recognition and management of risk is integral to the Parish Council's stewardship of their assets and resources and the effective and efficient discharge of their duties and responsibilities to the community.
- 1.2 Risk assessment is a continual process for the Parish Council. Risks may be financial or non-financial.
- 1.3 The Parish Council is responsible for the management of risk in accordance with this policy and plan.
- 1.4 The Parish Clerk is responsible for advising the Parish Council on risk assessment and for conducting his/her duties in a manner, which avoids undue risks to the parish Council.
- 1.5 Key risks are identified in the Risk Assessment Plan and Register.
- 1.6 Risk Management is an aspect of the internal controls operated by the Parish Council through their approved Financial Regulations. Internal Controls are subject to scrutiny by the Internal Auditor.

2 RISK MANAGEMENT PLAN

- 2.1` This plan defines how the Parish Council will manage identified risks.
- 2.2 Risks can be defined as any threat or possibility that an action or event will adversely (or beneficially) affect the interests of the Parish Council.
- 2.3 Risk management is not a process of avoiding risk altogether but seeks to identify risk and assess its implications in order to inform decisions.
- 2.4 The level of risk can be judged by the likelihood of it occurring and the effect on the Parish Council should it do so.



- 2.5 Judgement of the level of risk may rely on past experience or a specific assessment of a particular instance, or both. The Parish Council will determine whether a risk is acceptable in all the circumstances.

2.6 Generally much of the identified risk, which can be quantified, is covered by insurances carried by the Parish Council, i.e.:-

- Public Liability
- Employer Liability
- Money
- Fidelity Guarantee
- Property Damage
- Officials Indemnity
- Equipment

2.7 The appended Risks Register forms part of this Plan.

2.8 The Parish Council will review the Plan as part of their annual budgetary procedure.

2.9 The Plan should be read in conjunction with the Council's Financial Regulations.

**HERONGATE AND INGRAVE PARISH COUNCIL
RISK MANAGEMENT REGISTER**

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Financial loss due to banking error (e.g. leading to loss of interest or bank charges being levied).	Medium – has occurred historically.	Reduction in Parish Council's financial resources.	Regular monitoring and review.	Application of financial regulations, including scrutiny of all bank statements upon receipt. Periodic review of banking arrangements to secure best possible terms and conditions.	RFO RFO
Loss of monies due to fraudulent action by employee(s.)	Low – any significant impact would easily be detectable.	Reduction in Parish Council's financial resources.	All cheques signed by two Councillors, against invoices and all expenditure approved by Council. Employee Dishonesty Insurance (£150,000)	Application of financial regulations. Accounts subject to Parish Council and Auditor scrutiny.	Parish Council
Damage to Parish Council property by third party.	Medium – all property is fixed and intended for public use.	Repair costs to be covered.	The risk is covered by Parish Council's insurances.	Maintain property in good condition. Ensure adequacy of insurance cover.	Council RFO/Clerk
Meeting the Parish Council's obligations for statutory requirements (e.g. VAT, PAYE, audit)	Medium – has occurred historically	Subject to fines and loss of reputation	To have proper procedures in place and training for RFO	Internal audit and RFO to attend at least 3 Council Meetings each year.	RFO/Clerk

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Personal injury/damage to member(s) of the public of their property arising from defect(s) in Parish Council's property.	Low – Parish Council property comprises of fixed installations (e.g. bus shelters, bench seats , etc.	Claims for compensation and costs to the Parish Council in defending claims when appropriate.	Covered through Parish Council's insurance(s) (Public Liability £10 million)	Regular maintenance and prompt repair of any damage. Periodic review of insurance cover and timely renewal – significant changes to be agreed by Parish Council.	Clerk RFO
Compensation claim by employee (or contracted person) in respect of injury sustained in the cause of his/her employment/engagement.	Low – given the nature of the Clerk's duties.	Claims for compensation and associated costs.	Potential liabilities, including costs, covered by Employers Liability (£10 million)	Maintain adequate insurance cover (as per above).	RFO
Loss of cheques, cash, etc. held on Parish Council's behalf.	Low – receipts rarely in cash. Income by way of cheque, also infrequent.	Reduction on Parish Council's financial resources.	Such losses are covered by insurances; including theft (extent of cover £1000). Direct payment of Precept and VAT reimbursement into bank account	Maintain adequate insurance cover. Prompt payment of receipts into bank.	RFO

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Compensation claim resulting from (alleged) negligent act or accidental error or omission by the Council or its employee(s).	Low – given limited activities or the Council.	Potentially substantial cost to the Parish Council.	Risk covered by Council's insurances Officials Indemnity (£500,000).	Maintain adequate insurance cover. Ensure Parish Council decisions are based on full information including professional advice where appropriate.	RFO Council
Actions against the Parish Council for libel or slander.	Low – proper conduct of Parish Council meetings and Clerk's professional judgement regarding correspondence, etc.	Potentially substantial cost to the Parish Council.	Risk covered by insurance – Libel and Slander (£250,000)	Member awareness. Proper conduct of meetings by Chairman. Professional advice from Clerk.	Chairman Clerk
Failure to represent community interest adequately in relation to matters likely to impact significantly on the Parish.	Low – Parish Council well established as consultee.	Reduction in local facilities and/or quality of life or missed opportunity to benefit from external funding or advice.	Council recognised by other agencies for consultation and information dissemination. Membership of SLCC & EALC.	Threats and opportunities reported to Parish Council meetings. Special meetings called as required.	Clerk
Failure to have Employers Liability insurance	Low – standard with current Insurance	Any claim would have to be met by Council.	Risk covered by Insurance (£10 million)	Procedures for renewal of Insurance in place	Clerk

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Unexpected loss of responsible officers.	Low/Medium	Parish Council temporarily unable to fulfil statutory requirements both financially and in relation to holding meetings where decision are to be made.	Bank of staff available through EALC. Immediate advertising through EALC and local papers.	Hold appraisals regularly to assess staffing situations.	Chairman/ Personnel Committee/ Clerk
Loss of electronic data	Low	Parish Council lose all computer records relating to finances and administration.	All data to be backed up on external hard drives.	External hard drives locked in a filing cabinet.	Clerk/RFO
Loss of hard copy records through fire or theft	Low	Parish Council lose all hard copy records.	All data processed by the Parish Council on the computer, including Minutes, is back-up	All hard copy data to be kept in a lockable filing cabinet	Clerk/RFO

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Failure to comply with GDPR	Low	Parish council could face fines	The Parish council do not hold any sensitive data. The council has a data retention policy and no unnecessary data is kept. Any data held by the council is under other law (eg employment or contract) and as such is outside the scope of GDPR	Data held by the council will be reviewed annually. The council will continue to be guided by NALC and EALC regarding the need to appoint a Data Protection Officer. Current advice is that Parish councils are exempt from needing a DPO	Clerk Councillors
Defibrillators owned by council may be found to be out of order/parts missing when needed	Low	MOP could die due to lack of defibrillator	The Parish council have a maintenance rota for the defibrillators.	Defibrillators are maintained once a week as per manufacturers instructions.	Clerk Councillors