

RISK MANAGEMENT -EAST HENDRED PARISH COUNCIL March 2023

Reviewed and approved at meeting of East Hendred Parish Council –

	Subject	Risk Identification	Risk Rating (HML)	Risk Management and Control	Review and Action	Councillor Responsible
1	Precept	Consequential loss of income or overspend	L	Quarterly review against expenditure and budget. Reserves held to cover at least 6 months expenditure.	Quarterly position as at: 30.6, 30.9, 31.12, 31.3	Clerk/RFO, Finance Committee
2	Banking	Inconsistency in accounts	L	Bank accounts reconciled monthly. Accounts reviewed quarterly.	Quarterly position as at: 30.6, 30.9, 31.12, 31.3	Clerk/RFO, Finance Committee
3	Cash	Loss through theft	L	Insurance for loss. Minimal use of cash	Quarterly position as at: 30.6, 30.9, 31.12, 31.3	Clerk/RFO, Nominated Finance Committee Member
4	Financial control and records	Loss actual or by discrepancy	L	Quarterly review of the financial records. Monthly statement of bank position by RFO. Annual Internal and External audit	Quarterly position as at: 30.6, 30.9, 31.12, 31.3 Bank position continues to be monthly. Annual audit procedure retained	Clerk/RFO, Finance Committee
5	Annual return	Late or incomplete return	L	Annual return to be approved by full council in line with external auditors' timetable.	RFO to prepare and submit to full council on time.	Clerk/RFO, Full Council
6	Protection of assets owned by the Council	Loss or damage to assets	M	Up to date register of assets. Regular checking and maintenance. Annual Inspection. Annual review of risk and adequacy of insurance cover.	Register to be kept updated, including insurance cover. Review annually.	Clerk and RFO Rota of Councillors
	Playgrounds	Loss or damage to assets (see item 8 below also)	M		Playground: Weekly, monthly, annual inspections carried out.	Clerk Council
	Bier House	Damage, accident or injury to users	L		Bier House: annual inspection.	
	Fire Pump	Loss or damage to assets	L	Check insurance cover provided by EHCC for building housed in.	Review annually.	
	War Memorial	Loss or damage to assets	L	Annual inspection	Inspect annually.	

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	Snells Nature Reserve Walkway	Damage, accident or injury to users	M	Weekly visual inspections	Carried out by Hendred Environment Group. Report sent to Clerk	Council
	The Hendred Owls and Owl Notice board	Loss or damage to assets	L	Annual visual inspections	Inspect Annually	
7	Risk of damage to third party property or individuals, as a consequence of the Council providing services or amenities	Loss or damage or injury	M	Insurance (public liability) - up to £10M. Contractors' liability cover to be minimum of £1M except in cases where risks are higher.	Contractors insurance checked prior to work commencing.	Clerk
7a	Risk of damage to third party property or individuals, due to trees or structures on or bordering the allotment gardens	Loss or damage or injury	M	Insurance (public liability) - up to £10M. Regular inspection of trees, hedges and structures on the allotments.	Inspect Annually.	Councillors
8	Playgrounds Bus Shelters	Accident or injury to users	M	Monthly & weekly checks and reports to Council, maintenance/repair undertaken quickly, annual checks by professional body every autumn. Notices maintained	Ongoing checks and inspections. Annual check to be carried out and reviewed on completion	Councillors Clerk/Councillors
9	Courtesy lighting	Accident or injury to public, house owner	L	Regular inspection by qualified electrician, up to date list, accepted agreement with property owners.	Ongoing.	Courtesy Lighting working group
10	Employees Clerk, Minutes Secretary/Finance Officer Lengthmen, Litter Picker	Accident or injury	L	Ensure health & safety requirements met. Ensure adequate employer's liability insurance (£10M). Provision of safety equipment and training in its use. Regular servicing of equipment used. Use of warning cones/signs on roads.	Annual Review. Annual Review of insurance level. Ongoing.	Chairperson Clerk Lengthmen Liaison Working group
11	Risks to Parish Councillors	Accident or injury on Council business	L	Councillors' activities limited to acceptable low risk levels.	Annual review of insurance level	Clerk
12	Risks to Volunteers	Accident or injury on Council business.	L	Check requirements and insurance levels annually. Public liability cover of £10M.	Annual review of insurance level.	Clerk
13	Risks arising from work carried out by contractors working for the Parish Council	Accident or injury to public or to contractors	L	Contractors to carry a minimum of £5m public liability insurance cover, rising to £10m when working on or adjacent to public highways and/or rights of way.	Contractor to provide evidence of insurance cover	Clerk
		Unacceptable standards of work or time to complete work	M	Formal contract to be in place clearly stating work required and timescale for completion.	For regular contractors – Annual renewal of contract. For Ad Hoc contractors, new	Clerk/Councillor requesting Contract services

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		Unexpected costs	L	Formal contract to include cost for work. Contract to be on fixed price basis.	contract at each employment.	
14	Risk of moving SID device	Accident or injury to person while moving SID. Accident or injury to public as a result of device not being properly secured.	L L	Ensure health & safety requirements met. Ensure adequate employer's liability insurance (£10M). Provision of safety equipment and training in its use. Regular servicing of equipment used. Use of warning cones/signs on roads if applicable. Ensure person moving SID has been properly instructed in the procedure for moving and securing the device.	Annual Review. Annual Review of insurance level. Ongoing.	Clerk/Councillor
14	Employees (Clerk, minutes secretary/finance officer, lengthmen and litter picker)	Legal/business	L	Ensure contracts are in place and reviewed regularly. Payments are in line with national pay levels.	Annual Review	Chairperson
15	Business risks	Various	L	Keep proper financial records, meet statutory requirements. Arrange timely annual audits. Ensuring all business activities are within legal powers applicable to the Council. Ensure requirements under employment & tax law are met	Annual review of Financial Regulations Annual review of Standing Orders.	Finance Committee Chairperson, Deputy Chair, Clerk
16	Risks to Parish Council	Legal challenges on Council procedures, expenditure and activities.	L	Councillors and employees declare interests as appropriate, minutes demonstrate procedures in place. Expenditure within legal powers of Council. . Complaint policy in place. Minutes only published on website when formally approved.	Ongoing. Council procedures reviewed annually. Annual review of insurance level, including legal assistance. Annual review of Council procedures.	Councillors, Clerk Clerk
17	Risks as Trustee (Sports Ground)	Public liability, financial	L	Ensure Sports Club carries liability insurance annually, Check audited accounts annually, ensure trees inspected regularly	Audited accounts, insurance cover requested annually from Sports Club.	Sports Club working group Clerk
18	GDPR – data protection breach	Publication of personal data	Likelihood L Impact H	Ensure data is managed in accordance with Data protection principles.	Regular review of data management. Ensure all sensitive/personal data is properly secured.	Clerk

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19	GDPR – data request	Member of the public makes a request for data	Likelihood L Impact M/L	Ensure all data is stored according to PC policy (to be developed). Ensure data audit is completed and reviewed.	Annual update of data audit.	Clerk
20	Loss of Reserves due to inflation	Rise in inflation not mirrored by increased interest rates Rising cost of items being saved for	Likelihood M Impact M	Monitor bank interest rates against rate of inflation.	Quarterly review of inflation vs interest rates. Review of items being saved for. Purchase more frequently to avoid large build-up of reserves.	Clerk/Finance Committee