

CALBOURNE PARISH COUNCIL RISK MANAGEMENT 2018-2019

Risk management is extremely important; the failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. 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.

Calbourne Parish Council members are ultimately responsible for risk management because risks threaten a council's ability to achieve its objectives.

In all the services it provides, Calbourne Parish Council will seek to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

- Identify the key risks facing the council
- Evaluate the potential to the council of one of these risks taking place and;
- Agree measures to avoid reduce or control the risk or its consequence
- Review, assess and revise as required.

Reviewed on 5th February 2018

RISK ASSESSMENT AND MANAGEMENT 2018-2019

FINANCE

Area	Risk	Level	Control (and agreed improvements)
Finance	Banking	M	All sums of money to be banked with Lloyds Bank
	Risk of consequential loss of income or data	M	Insurance cover. Important documents are backed up and secured on a different site.
	Loss of cash through theft or dishonesty	H	Receipts required for spending of petty cash. Accounts regularly checked. Fidelity Insurance required.
	Financial controls and records	M	Monthly reconciliation prepared by the Parish Clerk. Two signatories are required for cheques. Annual Return submitted to Internal Auditor, Council and External Audit within time frame.
	Comply with Customs and Excise Regulations	H	Use help line when necessary. VAT payments and claims calculated by Parish Clerk. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Council receive detailed budgets in the late autumn. Expenditure against budget is regularly reported to the full council meeting.
	Complying with borrowing restrictions	M	Borrowing requirements required to be reviewed in light of any project.
	Grants to local organisations	L	All expenditure is undertaken in accordance with Council Policy and Minuted.
	Election costs	L/M	Risk higher in election year. When due Clerk will obtain costs from IWC for full and uncontested election. A contingency fund for election will be in the annual budget to meet costs

ASSETS

Area	Risk	Level	Control (and agreed improvements)
Laptop	Theft or corruption of contents	H	Insure against theft and damage and kept secure.
1 Grey metal cabinet	Theft	M	Insure against theft and damage.
Notice -boards and parish signs, seats decorative feature, village pump and horse trough.	Damage by general public	M	Insure against theft and damage.
	Damage to the public	M	Insure against damage to public
Village Hall Porchfield	Damage to building Roof needing replacement in future	M M	Insure against damage to Building Start a contingency fund to cover roof replacement

LIABILITY

Area	Risk	Level	Control (and agreed improvements)
Public Liability	Risk to third party, property or individuals.	M	Insurance for Public Liability in place. Risk Assessment of any individual event undertaken and ensure insurance company is notified.
Employer Liability	Non-Compliance with Employment Law	M	Membership with SLCC and HALC to keep up to date with Employment laws.
	Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue. Internal and External auditor carry out annual checks.
Councillor Liability	Risk to individuals for not working within the law.	M	Councillors to undertake training to enable them to carry out their duties.
	Slander by a Councillor or Member of the Public at a Council Meeting.	M	Council to insure Councillors for slander.
Fidelity Guarantee	Theft of Council money	M	Insure for Fidelity Guarantee.
Business Continuity	Council not being able to continue its business due to unexpected or tragic circumstances.	L	All files and records are kept in the Clerks home. The Clerk backs up data files. The IWSLCC Secretary or Chairman are available for advice and locum support.
Meeting location	Adequacy of Health and Safety	L	Meetings are held at Calbourne Sports and Social Club and Porchfield Village Hall and it reviews its policy annually.

LEGAL LIABILITY

Area	Risk	Level	Control (and agreed improvements)
All Council activities	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice is sought where necessary.
Council meetings	Proper and timely reporting via the minutes	M	Council meets once a month and receives and approves minutes of previous meetings. Minutes are made available to the public and press via the Parish Council's website.
Safe keeping of Council Document	Proper document control	M	Documents are held in the Clerks Home and are kept in a locked cabinet. All other data is stored in compliance with the Data Protection Act.
	Risk of fire	M	Copies of insurance documents, records etc. are kept as well as being backed up on a computer stick and stored in fire proof box.