

Shustoke Parish Council



RISK MANAGEMENT POLICY and REGISTER

Adopted May 2019

INTRODUCTION

The Parish Council is responsible for establishing arrangements for the management of risk. Risk policy statements and consequential risk management arrangements should be reviewed by the Council annually.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable the Parish Council to identify any and all potential risks inherent in the place or practices. Based on the assessment the Council should take all practical and necessary steps to reduce or eliminate the risks.

When considering any new activity, the Clerk will prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

This document has been produced to enable the Parish Council to assess the risks that it faces, and to satisfy itself that it has taken adequate steps to minimise those risks.

The management of risk requires assessment of the likelihood of an incident occurring, and its impact if it does occur. It is usual to express these as 'High', 'Medium' or 'Low'. Scores of 3, 2 and 1 can be given to provide a numeric score when the 'likelihood' and 'impact' figures are multiplied.

If the likelihood and impact are both high, special measures need to be taken to reduce the level of risk, or the risky activity removed completely. If the score is low, moderate measures may be sufficient to control or eliminate the risk.

REF	RISK	LIKELIHOOD Score 1, 2 or 3	IMPACT Score 1, 2 or 3	RISK SCORE Likelihood x Impact	MANAGEMENT OF RISK
1	Loss of Councillors below quorum	Medium 2	High 3	6	Ensure Councillor numbers retained at 100% through co-option. Create waiting list – co-optees. Create Vice-Chair for resilience. Follow-up Councillors not attending meetings.
2	Issues relating to Village Hall and Land as Sole Trustee	High 3	Medium 2	6	Confirmation of adequate insurance cover. Annual review of governance arrangements. Review of hall accounts at each SPC meeting. Accumulation of hall financial reserve to deal with future structural issues. Effective monitoring of condition of hall and early resolution of defects. Effective resolution of complaints and issues raised by hirers. Effective assessment of hirers to ensure likelihood of ‘issues’ minimised. Medium/high risk hirings denied by policy.
3	Mishap at Recreation Ground	Medium 2	Medium 2	4	Ensure play equipment inspections undertaken. Confirm insurance cover adequate. Ensure contractors properly insured. Provide reporting procedure for public / contractors.

4	Loss of Personal Data	Low 1	High 3	3	Maintain registration with Information Commissioner Follow GDPR Ensure Clerk remains adequately trained
5	Loss of Council Documents	Low 1	High 3	3	Scan remaining paper key documents. Update data back-up bi-monthly – Clerk & Chair to retain copies. Chair to retain separate back-up off-site.
6	Financial Irregularities	Low 1	High 3	3	Ensure financial regulations and standing orders up-to-date. Council to receive financial report at each meeting. Clerk to circulate financial report and latest bank statement on monthly basis. Chair or nominee to check financial documents mid-financial year, and mid-year internal audit undertaken. Council to examine accounts prior to audit. Ensure adequate internal audit process. Follow external audit process. Councillors to conduct spot checks
7	Loss of Parish Clerk	Low 1	High 3	3	Conduct regular performance reviews. Develop procedure manual and timetable. Ensure Councillor signatories up to date. Identify Councillor to act as clerk. Address issues affecting clerk as they arise.

8	Reputational loss	Low 1	Medium 2	2	<p>Ensure Standing Orders, Financial Regulations up-to-date.</p> <p>Ensure internal audit adequate.</p> <p>Ensure tenders & quotes follow procedures.</p> <p>Ensure Chair adequately trained.</p> <p>Ensure Clerk adequately trained.</p> <p>Develop training programme for Councillors.</p> <p>Retain membership of WALC and similar organisations.</p> <p>Ensure members' interests recorded.</p>
9	Issue re Governance of Allotments	Low 1	Low 1	1	<p>Check and secure trust / rental / other legal documents.</p> <p>Ensure monitoring of Allotments Committee.</p>
10	Loss of, or Damage to Assets	Low 1	Low 1	1	<p>Ensure asset register up-to-date</p> <p>Undertake regular checks</p> <p>Ensure insurance cover adequate</p>
11	Unavailability of Village Hall for meetings	Low 1	Low 1	1	<p>Alternative premises identified - Shustoke Church, Over Whitacre Church Hall.)</p>