

BOXTED PARISH COUNCIL
RISK MANAGEMENT AND RISK REGISTER

The Parish Council is responsible for putting in place arrangements for the management of risk. The Clerk with the Chair shall prepare, for approval by the council, risk management policy and assessment in respect of activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

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

Major Threat

The greatest risk facing the council is not being able to deliver the activity or services expected by village residents.

This risk assessment is a general examination of working conditions, workplace activities and environmental factors that enable the Parish Council to identify potential risks inherent in the place or practices. Based on a recorded assessment the Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, making sure that all employees are made aware of the results of the risk assessment.

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. In conducting this exercise, the following main points have been followed and the register constructed accordingly.

- Identify the areas to be reviewed.
- Identify what any risks and document
- Assess the risk and document the findings
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise where required.

Risk control is the process which is taken to reduce the likelihood of a risk event occurring or mitigates the effects that risk should it occur. This risk control approach is to use the four T's Process:

1. Transferring Risk can be achieved using various forms of insurance, or the payment to third parties who are prepared to take the risk on behalf of the organisation.

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2. Tolerating Risk is where no action is taken to mitigate or reduce a risk. This may be because the cost of instituting risk reduction or mitigation activity is not cost-effective, or the risks of impact are at so low that they are deemed acceptable to the council.
3. Treating Risk is a method of controlling risk through actions that reduce the likelihood of the risk occurring or minimize its impact prior to its occurrence. Also, there are contingent measures that can be developed to reduce the impact of an event once it has occurred.
4. Terminating Risk is the simplest method of dealing with risk. It involves risk elimination. This is done by altering an inherently risky process or practice to remove the risk. If an item presents a risk and can be changed or removed without it materially affecting the business, then removing the risk should be the first option considered; rather than attempting to treat, tolerate or transfer it.

Points and areas identified are dealt with in the tables that follow and assessed and recorded accordingly.

The aim of the council is to proactively address the risks where the likelihood of occurrence or resulting impact (or a combination of the two) is assessed as high.

Suggested changes are highlighted in **red font**

Changed items are shown in **yellow highlight**

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Financial and Management

<u>SUBJECT</u>	<u>RISK IDENTIFIED</u>	<u>H/M/L</u>	<u>MANAGEMENT/CONTROL OF RISK</u>	<u>REVIEW/ASSESS/REVISE</u>
Business Continuity	Risk of council not being able to continue its business due to an unexpected tragic circumstance	L	In the event of the loss or long-term incapacity of the Clerk or Councillors and to negate the effect of loss or theft of records, the records are stored on the parish council laptop backed up to a hard drive. Essex Association of Local Councils can provide temporary personnel to cover for the clerk if needed. Procedures have been updated to implement a system whereby all electronic records of the council are stored as above an in a cloud drive file which is updated daily by the Clerk and available to all councillors. Gmail is used for email and therefore available from other devices. Password book kept with backup device	Back up to hard drive implemented
Precept	Ensuring precept is adequate Ensuring requirements submitted to Colchester Borough Council Ensuring precept received	L L L	The precept is always considered by the Full Council looking at progress against budgets for the previous year and expected inflationary increases for the coming year. With this information and consideration of finance required for any new projects, the precept amount is agreed which is communicated by the Clerk in writing to Colchester Borough Council. The Council is advised by the Clerk when the Precept is received usually in April and October.	Existing procedures adequate – minutes record progress against budgets and bank balances on at least a quarterly basis.
Financial Records	Inadequate records	L	The records are kept up to date by the Clerk with regular update provided to Council meetings	Existing procedures adequate

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	Financial irregularities	L	<p>quarterly in the form of bank statements and bank reconciliation statements and budget monitoring analysis.</p> <p>The Council has financial regulations which set out the requirement and these are reviewed annually and has its own internal audit procedures for online banking.</p>	Existing procedures adequate
Bank and Banking	Lack of regular reconciliation	L	The Council has financial regulations which set out the requirement and these are reviewed annually – reconciliation statements are reviewed at least quarterly.	Existing procedures adequate
	Loss through theft or dishonesty	L	<p>Cheque payments require two signatories from three nominated signatories and payments are authorised at monthly meetings on sight of invoices which are examined and initialled by cheque signatories. Online banking audit procedures are in place and regularly reviewed to ensure an adequate audit trail.</p> <p>Fidelity Insurance guarantee stands at £250,000</p>	Existing procedures adequate
	Inadequate checks/bank	L	COVID requires virtual meetings and therefore invoices are seen retrospectively after payment.	Existing procedures adequate
		L	Bank statements are received and reconciled by the	Existing procedures adequate

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	errors Fraud using CAXTON debit card	M	Clerk monthly and any queries raised with bank immediately and reported to the Council at meetings. Caxton card used by Clerk with a balance of £1000 held on card. All money transfers are automatically emailed by the card company to the Chair of Council so that they are aware of activity.	Review in 2022
Cash	Loss through theft or dishonesty	L L	No petty cash held. There is no regular cash income, but any cash received would be dealt with in accordance with the Council's Financial Regulations which are reviewed and updated annually.	Existing procedures adequate.
S106 funds	not made available from CBC	L	Regular communication with S106 team at Colchester Borough Council requesting reimbursement of funds before large items are committed to.	New Risk
Costs/expenses/debts	Goods not supplied but billed Incorrect invoicing Cheques payable completed incorrectly	L L L	Financial regulations set out requirements. Invoices are checked in the first instance for validity and accuracy by the Clerk and at each council meeting a list of invoices for payment is circulated and approved, and cheque signatories initial and check invoices for discrepancies.	Existing procedures adequate Existing procedures adequate

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	Unpaid invoices (issued by the Council)	L	The Council does not supply regular services to anyone, and financial regulations are reviewed regularly to deal with such matters.	Existing procedures adequate
Payment for major works/projects	Works awarded incorrectly	L	Financial Regulations set out requirements and if three quotations not available then reasons for this recorded in minutes.	Existing procedures adequate
Best Value accountability	Overspend on Agreed projects	L	Financial management of projects usually undertaken by the Clerk and underspends/overspends reported to the council accordingly.	Existing procedures adequate
Salaries and associated costs	Salary paid incorrectly	L	Salary rates are reviewed at least annually, and any changes implemented fully recorded in minutes.	Existing procedures adequate
	Wrong hours or rate paid	L	Timesheet included in pay calculation	
	Wrong deductions of NI and tax	L	Payments in respect of salaries are checked against monthly salary slip showing gross payment tax/NI paid and net payment due using Inland Revenue approved software provided by the Clerk, for which reimbursed by the Council.	

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	Unpaid tax or NI contributions to Inland Revenue	L	Monthly returns submitted electronically to Inland Revenue reported to Council and are checked for accuracy by Internal Auditor	
Employees	Loss of Key Personnel	L	See Annual Risk Assessment Section Business Continuity	Existing procedure adequate
	Fraud by staff	L	See Annual Risk Assessment Section Bank and Banking	Existing procedure adequate
	Actions undertaken by staff	L	Clerk is Cilca qualified. Training budget is in place for relevant training and access to legal advice and assistance facilitated by membership of SLCC and EALC.	Existing procedure adequate
	Health and Safety	L	Clerk works from home and undertakes regular risk assessment. Employee liability insurance up to date.	Existing procedure adequate
			M	Regular correspondence with cleaner and maintenance man Maintenance man is experienced in risk management
	Contract of Employment	L	NALC recommended Contract of Employment in Place for Clerk and all staff.	Existing Procedure Adequate
VAT	Re-claiming	L	Vat due recorded on spreadsheet system and	Existing procedure adequate

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			reclaimed amounts are reported to the Council and checked by Internal Auditor annually for accuracy and to confirm reclaim received.	
Annual Returns	Ensuring submission within time limits	L	The Clerk and Council are aware of time limits for both Inland Revenue and External Auditor returns and these are submitted annually within deadlines set.	Existing procedures adequate
Legal Powers/Grant Funding s137	Illegal activity or payments by the Council	L	All payments are approved by the Council and reference to the relevant spending power clearly recorded in the minutes.	Existing procedure adequate
Minutes/agendas	Accuracy/Legality	L	Fully trained clerk produces minutes and agendas in the prescribed format which adhere to legal requirements. Minutes are approved and signed by the Chairman at the next available council meeting. Agendas are circulated to councillors and displayed on the website in accordance with legal requirements Business at meetings conducted in accordance with Agenda and Standing Orders which are reviewed annually.	Existing procedures adequate
Members interests	Conflict of Interests	L	All councillors are reminded of their responsibilities.	Existing procedure adequate
	Register of members'	L	A specific agenda item at each meeting prompts	

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	interests		councillors to declare any personal or prejudicial interests. All members are reminded to review and update their registers at least annually.	Existing procedure adequate
Insurance	Adequacy/cost	L	Annual review of insurance undertaken to ensure all risks/assets adequately covered and annual insurance premiums reasonable.	Existing procedure adequate
Protection of Personal Data	Loss or unauthorised release of personal data	M	GDPR training undertaken by the Clerk and those members of the Council that volunteer for training.	Existing procedure adequate GDPR Policy and procedures to be drafted, agreed, published and implemented.

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Physical Equipment or Areas

<u>Subject</u>	<u>Risk Identified</u>	<u>H/M/L</u>	<u>Management/Control of Risk</u>	<u>Review/Asses/Revise</u>
Assets Maintenance/Damage	Loss or Damage	L	Adequate insurance is in place and reviewed Annually and an up to date register of assets is maintained which is reviewed annually.	Existing procedure adequate
	Risk or damage to third party property or individuals	L	<u>Play Equipment/Play Areas/Car Park</u> Regular monthly checks of play equipment and recreation grounds (including car park) are to be undertaken by a Councillor or the Clerk. Annual play inspections are undertaken by an independent qualified contractor. Council contractors all have valid public liability insurance <u>Parish Council garage storage area</u>	Existing procedure adequate Training to be undertaken at the earliest opportunity. Clerk to ensure up to date insurance details held for all contractors.
		L	Pathway to access door is now clear with regular risk assessments to check for trip hazards.	Existing procedures adequate
		L	<u>Winter Gritting/Snow Clearance</u> All volunteers are issued with Essex County Council guidance notes detailing correct procedures/clothing etc. and risk assessments completed.	Existing procedures adequate

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		L	<p><u>Annual Tree Survey</u> To conduct a tree survey (annually) by contracting a qualified arborist and acting on recommendations that are reported as high risk.</p>	<p>Cllr appointed as a lead on Trees – Cllr Brentnall</p>
Meeting location	Adequacy	L	<p>Monthly meetings are held at Boxted Village Hall and any Health and Safety concerns reported to the Village Hall Management Committee for action.</p>	<p>Existing procedures adequate</p>
	Health and Safety	L	<p>All facilities are adequate for purpose</p>	
Council records Paper and electronic	<p>Loss through fire/theft/damage</p> <p>Effect on business continuity</p>	L	<p>To negate the effect of loss or theft of records, the records are stored on the Parish Council's laptop and backed up as detailed above. Current paper records are stored in a filing cabinet at the Clerk's home.</p> <p>Older historical documents regularly reviewed for suitability for archive storage at the Essex Records Office.</p>	

Signed.....

Date.....