

*This document has been prepared for approval by the Parish Council at it's meeting on 22 July 2021.*

Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The Parish Council should identify potential risks, then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible. This document should enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	Risk	Responsibility	Management & controls	Review & action required
FINANCIAL				
Precept & budget	Adequacy of precept	Councillors	To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at Council Meeting in November and January.	None
	Requirements not submitted to EDC	Clerk	Submitted by the Clerk in writing to EDC following budget/precept approval and before end January.	None
Financial records & reporting	Inadequate records Financial irregularities	Clerk/ councillors	Budget update, bank balances and breakdown of receipts and payments produced and approved on a quarterly basis.  The Council has Financial Regulations which set out the requirements.	Monitor schedule of payments Set out regular annual payments at the start of the year  Review the Financial Regulations annually.
Insurance	Insurance not in place  Inadequacy of insurance  Cost increase	Clerk  Councillors	Process payment for annual premium promptly  Employers and Public liability insurance is a necessity.  Out of Councils control	None  Review insurance provision annually. Research market.
Annual return	Inaccurate or incomplete	Clerk	Clerk to attend training/ workshops as required Annual Return is completed and submitted to the internal auditor for completion and signing.	None
	Submit within time limits	Councillors/ Clerk	Meeting held to approve accounts in time for sending to Auditors	Review Dates on receipt of audit pack

Subject	Risk	Responsibility	Management & controls	Review & action required
Banking	Fraud	Councillors Clerk	Two signatories required on cheques Clerk checks bank statements quarterly.	Review bank mandate annually at Annual Meeting and after a vacancy arises
	Incorrect payments & bank mistakes	Clerk	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Review the Financial Regulations annually.
Best value for works	Work awarded incorrectly	Councillors	The Council has Financial Regulations which set out the requirements and values for contracting works.	Review Financial Regulations annually
Accountability	Overspend on services	Councillors/ Clerk	Project budgets to be closely monitored	
Election costs	Risk of an election cost	Clerk	Parish elections every four years; next in 2023. Costs only if a contested election and as such the Council should not seek to minimise these.	Include sufficient reserves in budget for each election year
<b>COUNCIL MANAGEMENT</b>				
Councillors	Roles performed inadequately	Councillors	Councillors have access to adequate training, reference materials and assistance. Membership of CALC	Maintain membership of CALC Annual renewal
	Conflict of interest	Clerk/councillors	Members will declare an interest when appropriate Registers of Members Interest to be maintained and reviewed regularly by Councillors.	Compliance with the Transparency Code is a legal duty.
	Failure to attract candidates for councillor vacancies	Councillors	Actively publicise Council activities & vacancies on noticeboard, newspapers & website; seek candidates amongst friends & neighbours	Members take responsibility to update their Register.
Powers	Illegal activity or payments	Councillors	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings.	

Subject	Risk	Responsibility	Management & controls	Review & action required
Meetings & process	<p>Failure to achieve quorum at meetings Business conduct</p> <p>Council decisions not implemented Lack of public participation</p>	<p>Councillors Clerk Councillors/ Chairman</p> <p>Councillors/ Clerk Councillors/ Clerk</p>		
Statutory documents- Minutes/Agendas/Notices	Accuracy and legality	<p>Clerk</p> <p>Councillors/ Clerk/ Chairman</p>	<p>Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved for signature at each meeting.</p> <p>Minutes and agenda are published according to the Publication Scheme detailed in legislation.</p>	
Clerk to Council	Role performed inadequately	Councillors/ clerk	Clerk has job description and Contract of Employment and is provided with adequate training, reference materials and access to assistance	Annual review of Clerk conditions of employment
	Salaries & expenses incorrectly paid	Clerk	Clerk to keep up to date time sheets of hours worked Expenses (following NALC guidelines where relevant) claimed on regular basis & presented with receipts to Council.	Consider recommendations regarding the monitoring and timing of payments.

Subject	Risk	Responsibility	Management & controls	Review & action required
PHYSICAL EQUIPMENT/ AREAS				
Assets	Damage/ injury to third party  Damage to assets	Councillors  Councillors	Public liability insurance held  Annual programme of inspection. Maintenance/ repair/ replacement requirements identified and brought to attention of the Clerk. Urgent repairs to be discussed & agreed with Chairman in accordance with Financial Regulations. Non-urgent repairs to be agreed at next meeting.	Insurance cover & asset register reviewed annually
Meeting location	Adequacy, Health & Safety risk	Councillors	Meetings held in Village Hall. Premises considered to be adequate for Council and public access and comfort.	
Council Records	Loss of paper records through theft, fire damage, etc Loss of electronic records through data corruption, theft etc	Clerk  Clerk	Parish records (historic & current) stored at the home of the Clerk and in Village Hall filing cabinet.  Records stored on Clerks computer, backed up to 'Dropbox' internet storage and USB Memory stick	Consider sending historical records (minute books etc) to Kendal archive  Regular updates of data onto shared drives and back up memory sticks