



Abberton and Langenhoe Parish Council

Risk Management Policy

This policy is divided into specific activities undertaken by Abberton and Langenhoe Parish Council (the Council).

This policy was adopted at a meeting of the Full Council held on 9th January 2023 (min 174/22) and 11th December 2023 (Min 143/23)

Next review due December 2024

Risk Area	Impact	Level of risk	Control of risk	Review	Responsibility
Management					
Business continuity	Council being unable to continue due to unexpected or tragic circumstances.	L	All paper files stored at Clerk's home in secure cabinet. On line files are retained on Council owned lap top and backed up regularly. Chairman provided with electronic copy of online files.	Annually	Clerk
Meeting location	Council unable to meet due to loss of village hall.	L	Alternative public venue to be sought. Meetings held by video conference, subject to appropriate legislation being in place.	Annually	Clerk
Financial					
Precept determination	Lack of funds to continue to operate Council.	L	Clerk provides monthly cash flow summary. Clerk attends meeting of Finance Working Group to assist and advise in calculation of precept request.	Annually	Clerk Finance Working Group

Risk Area	Impact	Level of risk	Control of risk	Review	Responsibility
Precept income	Funds not received from Colchester City Council.	L	Reserves held of at least one year precept value.	Annually	Clerk Finance Working Group
Banking	Financial irregularities.	L	The Council's agreed and documented Financial Regulations set out requirements for banking cheques and reconciliation of accounts. 2 Cllrs required to sign cheques. Clerk adds payment to internet banking account, authorised by a cheque signatory. Clerk checks bank statements and prepares quarterly reconciliation, to be agreed by Cllr who is not a signatory.	Annually	Clerk Cllrs
Cash	Loss through theft or dishonesty.	L	Processes in documented Financial Regulations to be followed. Annual Internal Audit. External Audit subject to level of cash flow. Cash banked as soon as practicable. No petty cash held.	Annually	Clerk
Banking	Loss due to incorrect payments or invoices.	L	List of payments approved at Full Council meeting. Cheque signatories check details against invoice and initial invoice and cheque stub if correct. Changes to suppliers' bank details only accepted in writing and checked before actioning.	Ongoing	Cllrs
Banking	Unpaid invoices	L	To be pursued subject to circumstances.	Ongoing	Clerk
Banking	Services not received but invoiced.	L	Payment only raised for signature when Clerk is satisfied that service has been provided.	Ongoing	Clerk
Banking	VAT not reclaimed.	L	VAT recovered annually by Clerk.	Annually	Clerk
Annual Governance and Accountability Return (AGAR)	Not submitted within time limit.	L	Clerk to obtain extension to time limit as soon as possible.	Ongoing	Clerk

Risk Area	Impact	Level of risk	Control of risk	Review	Responsibility
Staff	Loss of Clerk.	M	Council is member of EALC and has access to Locum Clerk bank.	Ongoing	Cllrs
Staff	Fraud.	L	Fidelity Guarantee in place.	Annually	Cllrs
Staff	Salary, PAYE and NI incorrectly calculated.	L	HMRC payroll services used.	Ongoing	Clerk
Insurance	To meet needs and be competitive.	L	Reviewed at end of each policy period.	Annually	Clerk Cllrs
Liability					
Election costs	Not having funds available for contested election.	L	There is no practical measure which can be adopted to minimize risk of holding a contested election. Any additional cost incurred as a result of a contested election will be met from general reserves.	Annually	Clerk
Legal Costs	Illegal activity or payments.	L	All payments and proposed activities agreed at Full Council meeting and minuted. Clerk to advise Council on limitation of powers.	Ongoing	Clerk
Public Liability	Risk to 3 rd parties and assets.	L	Adequate insurance in place Risk assessment to be undertaken for each new activity.	Annually	Clerk
Employer liability	Non-compliance with employment law.	L	Clerk to have appropriate training to advise council on liability. Adequate insurance in place.	Annually	Clerk
Councillor liability	Slander or libel accusations against a Cllr. Causing damage or injury to 3 rd party or property.	L	Cllrs to adhere to documented Standing Orders and Code of Conduct policies. Adequate insurance in place.	Annually	Clerk
Legal liability	Illegal activity of Council.	L	Clerk to seek advice from EALC where appropriate.	Ongoing	Clerk

Risk Area	Impact	Level of risk	Control of risk	Review	Responsibility
Freedom of Information and Data Protection	Breaches by the Council.	L	Appropriate procedures in place. Council registered with Information Commissioner.	Annually	Clerk
Agendas, minutes, statutory documents	Accuracy and legal	L	Agendas and minutes conform to legal requirements. Minutes are approved and signed at next available meeting. Minutes and agendas displayed according to legal requirements.	Ongoing	Clerk
Council reputation	Bringing Council into disrepute.	L	Cllrs understand and receive training on Code of Conduct Professional approach taken when managing meetings and handling correspondence.	Ongoing	Clerk
Members Interests	Conflict of Interest.	L	Cllrs to declare any interests at start of meeting (or as soon as interest becomes apparent) and noted in minutes.	Ongoing	Clerk
Play Areas					
Equipment	Risk of damage or loss to equipment or 3 rd party injury.	L	Equipment regularly visually checked by Cllrs and recorded in minutes. Annual inspection by independent professional. Public Liability Insurance in place. Appropriate signage advising of correct use of equipment in place.	Ongoing	Clerk Cllrs
Equipment	No longer fit for purpose.	M	Reserves in place for replacement of obsolete equipment.	Annually	Clerk Finance Working Group
Surface and fencing	Risk of loss or damage.	L	Visually checked by Cllrs and maintenance undertaken as required Annual inspection by independent professional. Adequate insurance in place.	Ongoing	Clerk Cllrs
Street Furniture					
Bus shelter, War Memorial, notice boards, benches	Risk of damage or loss.	M	Visually checked by designated Cllrs and maintenance undertaken as required.	Ongoing	Clerk Cllrs

Risk Area	Impact	Level of risk	Control of risk	Review	Responsibility
			Adequate insurance in place.		
Bus shelter, War Memorial, notice boards, benches	Becoming obsolete.	L	Reserves in place for replacement.	Annually	Clerk Finance Working Group