

**ABBERTON AND LANGENHOE PARISH COUNCIL**

**RISK MANAGEMENT POLICY**

This policy is divided into specific activities undertaken by the Council.

This policy was adopted at a meeting of the Full Council held on 2<sup>nd</sup> September 2019 (Min. No 093/19) Next review due September 2020

<b>Risk Area</b>	<b>Impact</b>	<b>Level of risk</b>	<b>Control of risk</b>	<b>Review</b>	<b>Responsibility</b>
<b>Management</b>					
Business continuity	Council being unable to continue due to unexpected/tragic circumstances	L	All paper files stored at Clerks' 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	Annually	Clerk
<b>Financial</b>					
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
Precept income	Funds not received from Colchester Borough Council	L	Reserves held of at least one year precept value	Annually	Clerk Finance Working Group

Banking	Financial irregularities	L	The councils' agreed Financial Regulations set out requirements for banking cheques and reconciliation of accounts 2 Cllrs required to sign cheques 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 Financial Regulations to be followed Annual Internal Audit External Audit subject to level of cash flow Cash banked asap No petty cash held	Annually	Clerk
Banking	Loss due to incorrect payments/invoices	L	List of payments approved at Full Council meeting Cheque signatories check details against invoice and initial invoice and cheque stub if correct	On going	Cllrs
Banking	Unpaid invoices	L	To be pursued subject to circumstances	On going	Clerk
Banking	Services not received but invoiced	L	Cheque only raised for signature when Clerk is satisfied that service has been provided	On going	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 asap	On going	Clerk
Staff	Loss of Clerk	M	Council is member of EALC and has access to Locum Clerk bank	On going	Cllrs
Staff	Fraud	L	Fidelity Guarantee in place	Annually	Cllrs

Staff	Salary, PAYE and NI incorrectly calculated	L	HMRC payroll services used	On going	Clerk
Insurance	To meet needs and be competitive	L	Reviewed at end of each policy period	Annually	Clerk Cllrs
<b>Liability</b>					
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	On going	Clerk
Public Liability	Risk to 3 <sup>rd</sup> 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
Councilor liability	Slander/libel accusations against Cllr Causing damage/injury to 3 <sup>rd</sup> party/property	L	Cllrs to adhere to Standing Orders and Code of Conduct Adequate insurance in place	Annually	Clerk
Legal liability	Illegal activity of Council	L	Clerk to seek advice from EALC where appropriate	On going	Clerk
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	On going	Clerk

			Minutes are approved and signed at next available meeting Minutes and agendas displayed according to legal requirements		
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	On going	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	On going	Clerk
<b>Play Areas</b>					
Equipment	Risk of damage/loss to equipment or 3 <sup>rd</sup> 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	On going	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/damage	L	Visually checked by Cllrs and maintenance undertaken as required Annual inspection by independent professional Adequate insurance in place	On going	Clerk Cllrs

<b>Street Furniture</b>					
Bus shelter, War Memorial, notice boards, benches	Risk of damage/loss	M	Visually checked by designated Cllrs and maintenance undertaken as required Adequate insurance in place	On going	Clerk Cllrs
	Becoming obsolete	L	Reserves in place for replacement	Annually	Clerk Finance Working Party