

Westbury Parish Council - Risk Management Schedule 2020/21

Adopted at the meeting of 11th July 2018

Definition of risk management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

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. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the key risks facing the council
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk

Democratic Process and Public Engagement

Hazard/Risk	Impact	Controls
Risk of Election costs	M	<ul style="list-style-type: none">• Risk is higher in election year. There are no measures which can be adopted to minimise the risk of having a contested election. Reserves would be used to meet the costs
Breach of Freedom of Information and data protection requirements	M	<ul style="list-style-type: none">• Council adopted the model scheme (Dec 08)• Clerk understands requirements (training)• Clerk and councillors attend training• Council has necessary advice via BALC/SLCC• Council is registered with the ICO and complies with GDPR policies adopted in May 2018
Liability to public	H	<ul style="list-style-type: none">• Adequate public liability insurance in place
Failure to consult/inform community	M	<ul style="list-style-type: none">• Link information• Parish notice board• Website• Village Mailing list (Mailchimp) & Facebook
Remote meetings	M	<ul style="list-style-type: none">• Remote meeting standing orders adhered to• Agendas published with Zoom invitation to councillors & parishioners• Not to be held after 07.05.2021 following government advice

Decision Making

Hazard/Risk	Impact	Controls
Proper and timely reporting of minutes, and posting of statutory notices	M	<ul style="list-style-type: none"> Minutes displayed as draft and then approved & signed at next meeting Notices displayed on notice board & website Councillors 'summoned' to meetings
Ensuring decisions are within legal powers	H	<ul style="list-style-type: none"> Clerk to clarify legal position on any new proposal Legal advice via membership of BALC and SLCC to be sought where necessary Code of Conduct training for councillors and clerk Adoption of the latest standing orders Members interests are declared at the start of meetings
Decisions unclear	H	<ul style="list-style-type: none"> Clerk attends minute taking training (ongoing) Chair to attend chairing training (ongoing)
Lack of focus/priorities	M	<ul style="list-style-type: none"> Consider the results of village plan Matrix of annual actions plan
Slow to react to outside influence (park closure, Village Hall, street lighting)	M	<ul style="list-style-type: none"> Keep contact numbers and email addresses on notice board Consider urgent delegation to Clerk as part of standing orders
Register of Interests	H	<ul style="list-style-type: none"> Registers of Interests to be completed annually

Asset Management

Hazard/Risk	Impact	Controls
Protection of physical assets	M	<ul style="list-style-type: none"> List of assets updated annually Training Clerk in audit requirements (ongoing) Village Hall, playground equipment, streetlights, historical panels and paintings and community defibrillator insured

Health & Safety	H	<ul style="list-style-type: none"> • Annual inspection of Village Hall with WVHA & Shop and planned maintenance programme • System of informal monitoring of Village Hall etc • Annual electrical testing, arranged by WVHA • Annual fire inspection carried out by competent person, arranged by WVHA • Monthly visual inspection of playground • Annual H&S inspection of playground carried out • Trees to be identified and investigated when damage reported
Liability to public	H	<ul style="list-style-type: none"> • Insurance in place. Risk assessment of any individual event undertaken
Inadequate reserves (for all assets)	M	<ul style="list-style-type: none"> • Consider building in depreciation for risk areas • Quarterly report on accounts to build awareness of reserves

Employment & Management

Hazard/Risk	Impact	Controls
Business Continuity	L	All files & recent records are kept at the clerk's home on an external memory stick. The clerk makes a monthly back up of files onto a hard disc. A list of all passwords is kept by the clerk.
Meeting location	L	Meetings are held at Westbury village hall
Council records	L	Older records are stored at Westbury village hall in a locked filing cabinet and in the loft of the hall. Papers less than 6 years old are stored in the clerk's home.
Council records – electronic	M	Electronic records are stored on the clerk's laptop & memory sticks. Back-ups of the files are taken at monthly intervals. Adequate antivirus protection is in place.
Comply with employment law	M	<ul style="list-style-type: none"> • Policies including grievance and disciplinary in place • Apply national benchmarking for career salary scale • Up-to-date contract of employment in place • Annual appraisals carried out with Chairman & Vice Chairman • Pension opt in/out scheme
Claim for constructive dismissal	M	<ul style="list-style-type: none"> • Insurance and/or reserve fund • Bespoke employment advice from BALC and SLCC • Annual staff reviews
Clerk sickness or leaves	M	<ul style="list-style-type: none"> • Up-to-date contract of employment in place • Contingency for X months' additional pay • Recruitment system in place • BALC advice via membership

Health & Safety	M	<ul style="list-style-type: none"> Working at Village Hall – take mobile, lock self in and be aware of personal safety
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Contracts for services and supplies

Hazard/Risk	Impact	Controls
Inadequate records	M	<ul style="list-style-type: none"> Clerk to understand what 'adequate' is (training) Chairman made aware of record system
Contractor defaults and/or low quality work	M	<ul style="list-style-type: none"> Ensure complete audit trail from decision and signed contract through to payment Ensure contract is watertight re work required and actions taken in event of default
Public injury	H	<ul style="list-style-type: none"> Ensure contract is subject to risk assessments and public liability cover Inspect contractor's risk assessments Inspect contractor's liability insurance
Unauthorised direction to contractor	M	<ul style="list-style-type: none"> Letter/email of instruction to be on headed paper from Clerk In contract letter ensure delegation of a councillor or the clerk as first line of direction

Finance

Hazard/Risk	Impact	Controls
Inadequate records of accounts	M	<ul style="list-style-type: none"> Council understands its role Council understands RFO role Appointment of competent RFO with appropriate skills Set up clerk's finance support group RFO and council attend training
Additional external audit work	M	<ul style="list-style-type: none"> Plan for audit in Nov/Dec to ensure keeping cost down
Inadequate internal audit	M	<ul style="list-style-type: none"> Appointment of independent and competent professional person for IA Review and appoint annually

		<ul style="list-style-type: none"> • IA's report considered by council • Annual review of effectiveness
Financial control and records	M	<ul style="list-style-type: none"> • Quarterly reconciliations prepared by clerk and reported to council • All invoices approved at monthly meeting • Two signatories required on cheques/invoices • Internal and external audit • Adopt financial regulations
Inadequate precept, reserves, balances	H	<ul style="list-style-type: none"> • Sound budgeting to underlie annual precept • The precept is an agenda item at the January meeting • Looking two years ahead and at past records • Annual review Nov each year
Comply with Customs and Excise regulations	H	<ul style="list-style-type: none"> • VAT payments and claims calculated half-yearly by clerk
Sound budgeting to underlie annual precept	M	<ul style="list-style-type: none"> • Chairman, one councillor and clerk meet in Nov/Dec to form a detailed budget and report at Dec meeting • Precept derived directly from budget • Expenditure against budget reported to council monthly

Reviewed: 12th June 2019

Reviewed 10th June 2020 (added remote meetings)

Reviewed 12th May 2021 (amended remote meeting controls)