

RISK MANAGEMENT SCHEDULE

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.

Purpose of Document

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 is developing 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 and records findings
- Reviews, assesses and revises procedures if required.

Responsibility

Houghton Parish Council is committed to identifying and managing risks using procedures and ensuring that risks are maintained at an acceptable level. Any action that is felt necessary to undertake to reduce risks will be done so by Houghton Parish Council. The Clerk, Responsible Finance Officer (RFO) and Councillors will review risks on an annual basis, and report any newly identified risks to the Parish Council. The review will include identification of any unacceptable levels of risk.

Members are ultimately responsible for risk management because risk threatens the achievements of policy objectives.

Members should therefore:

- a) take steps to identify key risks facing the Council;
- b) evaluate the potential consequences to the Council if an event identified as a risk takes place;
- c) decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L/M	All electronic files are backed up on a regular basis onto an external hard drive and to cloud storage. Paper records are more at risk, consideration should be given to risk of loss. Important documents should be scanned electronically or kept in secure storage. In the event of the clerk being indisposed the Chairman to contact HALC for advice/support. Loss of Key Staff insurance in place. Business continuity insurance in place.	Review annually Assess ongoing to improve procedures. Ensure other procedures are followed
Meeting Location	Adequacy Health and Safety	L	Meetings are held in Village Hall which has available disabled access. Health & safety considered adequate.	Review annually
Council records – paper	Loss through theft, fire, flood or other damage	L	Important documents should be scanned electronically or kept in secure storage. Older minutes and historical documents should be archived with Hampshire Records Office.	Arrange archive storage with Records Office Review annually
Council records – Electronic	Loss through damage, fire, flood, corruption of data	L/M	Regular backup to external drive and cloud based storage.	Existing procedure adequate
Staff	Loss of Parish Clerk/RFO	M	Key Staff insurance cover provided.	Maintain annually
	Fraud	L	Fidelity guarantee in place via insurance. Councillors carry out regular review of bank reconciliation.	Regular review
	Actions carried out	L	Regular reporting of actions completed and outstanding via action reports to council. Staff to be adequately trained and review carried out via appraisal process.	Maintain appraisal process

FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy	M	The Council regularly receive budget updates. Existing procedure adequate information and detailed budgets in the late autumn. Backed by financial regulations. Approval of the precept is an agenda item at the January meeting. Reviewed by Internal audit.	Existing procedure adequate
Insurance	Adequacy, Cost and Compliance	L	Schedule review and quotations received annually	Reviewed annually by full Council
Banking	Inadequate procedures	L	Control identified in Financial Regulations, process via sign off by councillors, review by internal audit and internal control procedures.	Review via Financial Regulations annually
Cash	Loss via theft or dishonesty	L	N/A No cash handling takes place. No petty cash held.	Review via Financial Regulations annually
Financial controls and records	Inadequate checks	L	Reconciliation checked monthly by councillor. Two councillor signatories are required on cheques. For electronic/online banking the payment schedule is approved at full Council - RFO then sets up online payment and then authorised online by one of several nominated councillors. Internal Control procedures followed. Internal and external audit. All payments are clearly minuted. Any s137 payments recorded.	Existing procedures adequate Review via Financial Regulations and internal controls annually
Salary	Incorrect payment or process	L	Annual staff appraisal procedure followed, with full Council approval of any salary amendments. Payroll carried out using HMRC Basic Tools software and payroll records kept. Payments made by regular standing order.	Review annually
VAT	Reclaim not processed	L	Reporting to Council via financial reports. RFO submits annual VAT reclaim online at end of financial year.	Existing procedure adequate

Annual Governance & Accountability Return	Not submitted in time	L	Council aware of timing process by end of June, Annual Governance & Accountability Return completed, approved and signed by the council, submitted to the internal auditor for section completion. Approved at meeting and submitted within relevant timescale to the external auditor.	Existing procedures adequate
PROCEDURAL				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Freedom of Information	Non-compliance with Act	L M	The Council has a publication scheme for Local Councils in place. Introduce documented procedure for requests received.	Review annually. Monitor and report impact of requests made
Data Protection	Non-compliance with Act	L M	Have a Data Protection Legislation Policy in place. Introduce documented procedure for requests received.	Review annually. Introduce documented procedure for dealing with requests. Monitor and report impact of requests made

LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activities and payments made within the powers of the parish council, resolved and clearly minuted.	Ongoing review
	Committees exceeding delegated authority	L	Establish Clear terms of reference, minutes to Council for approval.	Annual review
	Working Groups taking decisions	L	Clear referencing, councillor training.	Annual Review
Minutes, Agendas and standing documents	Accuracy and legality	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at the next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at the council is managed by the chairman with advice from a qualified Clerk/RFO. Standing Orders & Financial Regulations based on NALC models	Review on regular basis
	Non-Compliance with Statutory requirements			Chairman training Annual review
Public liability	Risk to third party property or individuals	M	Insurance in place, risk assessments of individual events to be undertaken.	Review written risk assessments
Employers Liability	Non Compliance with legal requirement	L	Insurance in place. Ensure adequate training & procedures for councillors and Clerk/RFO.	Review training needs annually
Legal Liability	Legality of activities	L	Clerk adequately trained and/or qualified and has access to advice via HALC and SLCC membership	Maintain membership of HALC/NALC and SLCC

COUNCILLOR PROPRIETY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Code of Conduct	Non compliance	M	Councillors given copy upon election/co-option. Consider training for councillors.	Review annually Review councillor training annually
Members Interests	Conflict of interest Failure to register interests	M L	Agenda item on every meeting Councillors aware of duty and reminded regularly about requirements.	Existing procedures adequate Annual review
ASSETS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Asset Register	Assets not recorded	L	An asset register is established and presented to Council for review. Insurance is held at the appropriate level for all items. Regular checks are made on equipment by staff or members of the council.	Review and document
Maintenance of assets	Poor maintenance leads to loss or injury Poor performance of assets or amenities. Loss of income or performance Risk to third parties	M	Provide adequate budget. Review insurance.	Review and document
<p>Adopted and Approved: Minute item 10, 14th May 2019 Minute Item 17a, 20th May 2025 Minute Item 7, 7th July 2020 Minute Item 12, 4th May 2021 Minute Item 13a, 17th May 2022 Minute Item 10a, 16th May 2023 Minute Item 15a, 7th May 2024</p> <p>Review: Annually</p>				