**Shobdon Parish Council Risk Management Scheme and Schedule**

**Approved September 2019**

**Definition of Risk Management**

Risk is the threat that an event or action will adversely affect the Parish Council’s ability to carry out its work and achieve its objectives. 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.

The Parish 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 subject
* 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

The following are the identified areas of risk.

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| **Subject** | **Risks Identified** | **H/M/L** | **Control of Risk** | **Assessment** |
| **Management** |  |  |  |  |
| Business Continuity | Clerk being suddenly unavailable | L | All files/records stored at Clerks house and electronic files backup to memory stick and cloud (Chairman has access to password for cloud files and clerk email address). HALC membership allows access to emergency Clerk cover and advice. | Adequate procedure in place |
| Meeting Location | Adequacy for Health and Safety | L | Meeting held in village hall with key held in key safe. Caretaker/village hall committee have access. Premises considered appropriate from health and safety perspective. | Adequate procedure in place |
| Council Records | Loss through theft, fire damage, corruption of computer | L | All files/records stored at Clerks house and electronic files backup to memory stick and cloud. | Adequate procedure in place |
| **Finance** |  |  |  |  |
| Precept | Adequacy of Precept | M | Sound budgeting to underlie annual precept. Reserves plan identifies future projects and financial requirements. Regular budget updates received. | Adequate procedure in place |
| Insurance | Adequacy/cost/Compliance  /Fidelity Guarantee | M | Annual review of all insurance arrangement undertaken.  Employers Liability, Public Liability and Fidelity Guarantee statutory requirements. | Cover to be reviewed annually |
| Banking | Inadequate checks | L | Financial regulations in place setting out requirements for banking, cheques and reconciliation of accounts. | Review financial regulations as necessary |
| Cash | Loss through dishonesty or theft | L | No petty cash held. Any cash/card transactions by Clerk are fully receipted and reimbursed on receipt of an invoice and receipts. | Adequate procedure in place |
| Financial Controls and records | Inadequate Checks | L | Financial regulations in place. Controls and records checked by internal and external audit. | Adequate procedure in place |
| Freedom of Information Act/GDPR | Policy Provision | M | The Council has adopted a model publication scheme and data protection policies. | Monitor any FOI request impact on workload |
| Election costs | Risk of additional costs | M | General Reserves include amount to cover any election costs. | Adequate procedure in place |
| VAT | Reclaiming | L | Clerk reclaims at least twice per year and this is reported to Council | Adequate procedure in place |
| Annual Return | Not submitted in time | L | Clerk is responsible for ensuring deadlines are met. | Adequate procedure in place |
| **Assets** |  |  |  |  |
| Benches/play equipment/SID and other items | Damage to Parish Council assets | M | Asset register is kept up to date and insurance is maintained at the appropriate level. Councillors undertake regular visual inspections of all assets. | Adequate procedure in place |
| **Liabilities** |  |  |  |  |
| Public Liability | Risk to third party, property or individuals | M | Insurance is in place. Twice Monthly visual inspection of all Parish Council land and equipment undertaken, and records kept. Annual external play equipment inspection in place. Risk assessment for any individual event will be undertaken. | Adequate procedure in place |
| Legal Powers and legal liability | Illegal activity or payments | M | All activity and payments made within the defined powers of the Parish Council. Advice sought from HALC when required. All decisions clearly minuted. | Adequate procedure in place |
| Minutes/  Agendas/  Statutory Documents | Accuracy and legality/ non-compliance with statutory requirements | L | Minutes adhere to legal requirements and are approved and signed and available on parish council website. Clerk receives and circulates HALC briefings and attends training to ensure council is up to date with current requirements. Standing Orders reviewed annually. | Adequate procedure in place.  Review standing orders annually. |
| **Contractors** |  |  |  |  |
| Contractors | Non-compliant with terms of contract | L | Review contracts annually | Review contracts annually |

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| **Councillors responsibilities** |  |  |  |  |
| Members Interests | Conflict of Interest  Register of Members Interest | M  L | Councillors reminded of duty to declare any interest at the start of a meeting. Declaration of interest book maintained by Clerk and any declarations recorded in the minutes.  Register of Interests forms should be reviewed annually | Adequate procedure in place  Councillors to be reminded to review forms annually. |