*This document was approved by the Parish Council at its meeting on 24th March 2017*

Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The Parish Council should identify potential risks, then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible.
This document should enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

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| Subject  | Risk  | Responsibility  | Management & controls  | Review & action required  |
| FINANCIAL  |  |  |  |
| Precept & budget   | Adequacy of precept     Requirements not submitted to Wiltshire Council  | Councillors     Clerk  | To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at Council Meeting in November and January.  Submitted by the Clerk to WC following budget/precept approval and before end January.  |    |
| Financial records & reporting   | Inadequate records Financial irregularities   | Clerk/councillors    | Budget update, bank balances and breakdown of receipts and payments produced and approved at each full Council meeting The Council has Financial Regulations which set out the requirements.  |  Review the Financial Regulations annually.  |
| Insurance .   | Insurance not in place  Inadequacy of insurance   Cost increase  | Clerk  Councillors     | Process payment for annual premium promptly  Employers and Public liability insurance is a necessity.  Out of Councils control  | Review insurance provision annually.  Include % increase in budget; obtain quotes at least every 3 years  |
| Annual return   | Inaccurate or incomplete    Submit within time limits  | Clerk    Clerk/councillors  | Clerk to attend training/ workshops as required Annual Return is completed and submitted to the internal auditor for completion and signing.  Meeting held to approve accounts in time for sending to Auditors  |  Review dates on receipt of audit pack  |

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| Banking  | Fraud   Incorrect payments & bank mistakes   | Councillors Clerk   Clerk  | Two signatories required on cheques Clerk checks bank statements monthly.  The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.  | Review bank mandate annually at Annual Meeting and after a vacancy arises Review the Financial Regulations annually.  |
| Best value for works Accountability  | Work awarded incorrectly Overspend on services  | Councillors  | The Council has Financial Regulations which set out the requirements and values for contracting works. Project budgets to be closely monitored  | Review Financial Regulations annually  |
| Election costs   | Risk of an election cost   | Clerk  | Parish elections every four years; next in 2017. Costs only if a contested election and as such the Council should not seek to minimise these.  | Include sufficient reserves in budget for each election year   |
| COUNCIL MANAGEMENT |
| Councillors  | Roles performed inadequately Conflict of interest    Failure to attract candidates for councillor vacancies  | Councillors   Clerk/councillors Councillors   Councillors   | Councillors provided with adequate training, reference materials and access to assistance. Membership of CALC Declaring of interests and consideration of dispensations by members at a meeting will remain on each agenda Registers of Members Interest to be maintained and reviewed regularly by Councillors.  Actively publicise Council activities & vacancies on noticeboard, newsletters & Ashton Gifford News; seek candidates amongst friends & neighbours  | Review annually and on filling a vacancy Annual renewal    Members take responsibility to update their Register.  |
| Powers   | Illegal activity or payments   | Councillors  | All activity and payments within the powers of the Parish Council to be resolved and minute at Parish Council Meetings, including a reference to the power used.  |   |
| Meetings & process  | Failure to achieve quorum at meetings  | Councillors Clerk  | Attend all meetings Issue meeting agenda promptly  |    |

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|  |  Business conduct      Council decisions not implemented  Lack of public participation  |  Councillors/Chairman      Councillors/Clerk  Councillors/Clerk  |  Business conducted at Council meetings should be managed by the Chairman according to Standing Orders. Chairman should be provided with training & guidance Members to adhere to Code of Conduct.  Review minutes for confirmation of action, Clerk & Chair report at full meetings  Ensure meetings are publicised on noticeboards, community newsletters. Publish agenda and minutes on PC website. Communicate verbally with residents Ensure public participation on all agenda & seating available  |  Standing Orders reviewed annually  Issued to councillors on election/co-option  |
| Statutory documents Minutes/ Agendas/ Notices    | Accuracy and legality      | Clerk   Councillors/Chairman  Clerk  | Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are published according to the Publication Scheme.  |   Review Publication Scheme annually  |
| Employees (clerk)  | Role performed inadequately    Salaries & expenses incorrectly paid  | Councillors/clerk    Clerk   | Clerk has job description and Contract of Employment and provided with adequate training, reference materials and access to assistance  Clerk’s salary paid via PAYE using a payroll management contract. Expenses (following NALC guidelines where relevant) claimed on regular basis & presented with receipts to Council.  | Annual review of Clerk conditions of employment  |
| PHYSICAL EQUIPMENT/ AREAS  |
| Assets  | Damage/ injury to third party Damage to assets  | Councillors Councillors  | Public liability insurance held Annual programme of inspection. Maintenance/ repair/ replacement requirements identified and brought to attention of the Clerk. Urgent repairs to be discussed & agreed with Chairman in accordance with Financial Regulations. Non-urgent repairs to be agreed at next meeting with updated Asset Register. | Insurance cover & asset register reviewed annually  |
| Meeting location  | Adequacy, Health & Safety risk  | Councillors  | Meetings held in Village Hall. Premises considered to be adequate for Council and public access and comfort.  |   |
| Council records  | Loss of paper records through theft, fire damage, etc.  Loss of electronic records through data corruption, theft etc.  | Clerk    Clerk  | Parish records (historic & current) stored at the home of the Clerk in filing cabinet.   Records stored on Clerks computer, backed up to ‘Dropbox’ internet storage.  | Consider sending historical records (minute books etc.) to a secure archive  |