

## LITTLE ABINGTON PARISHCOUNCIL : 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.

The purpose of this document is to enable the parish council to assess the risks it faces and to 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 should have a process in place that enables a structured, systematic and focused approach to managing risk, that:

- Identifies key risks
- 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.

### Key risk scoring and impact

Size Of Risk	
0-9	Low
10-15	Medium
>15	High

	Likelihood	Impact
1	2% likely to happen	Very low
2	5% likely to happen	Low
3	10% likely to happen	Moderate
4	20% likely to happen	High
5	50% likely to happen	Very high

Subject	Risk	Likelihood	Impact	Risk rating	Management /control of risk	Review/assess/revise
<b>MANAGEMENT</b>						
Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	2	5	10	<ul style="list-style-type: none"> <li>All paper files and records are kept at the clerk's home .</li> <li>Fortnightly PC back up held off site</li> <li>There is no parish council procedure should the clerk be indisposed or unable to work for a significant period</li> <li>The Parish Council's insurance includes cover for business continuity</li> </ul>	Jan 2019 <ul style="list-style-type: none"> <li>Paper records being reduced</li> <li>Most recent key documents are available on web site</li> <li>Cover would be required if clerk was absent for a long period.</li> <li>Some costs could be covered through insurance</li> </ul>
Meeting location	<ul style="list-style-type: none"> <li>Adequacy</li> <li>Health and safety</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Meetings are held at the Abington Institute</li> <li>The premises and facilities are managed and maintained by the Abington Institute Management Group</li> </ul>	Jan 2019. No change
Council records paper	Loss through theft or other damage/fire/flood	2	5	10	<ul style="list-style-type: none"> <li>Parish Council records dating back to the 1950s are kept in the Clerk's garage.</li> <li>Space is now very limited</li> <li>Cupboards and cabinets are not locked</li> <li>There are no backups of paper documents</li> <li>Minutes up to 1999 held in the county archives. Archive has refused more recent documents.</li> <li>The documents are not catalogued.,</li> </ul>	Agree and implement a document management and retention policy. <ul style="list-style-type: none"> <li>Await new policy when county archive reopens</li> </ul> Jan 2019 <ul style="list-style-type: none"> <li>Paper and electronic records being rationalised using NALC and LCPAS recommendations on retention. Disposal as confidential waste</li> <li>LAPC will need to agree if any document that do not</li> </ul>

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						<i>meet the NALC/LCPAS guidance needs to be kept and where/how.</i>
Parish Council records electronic	Loss through loss, damage, fire, corruption of computer	3	5	15	<ul style="list-style-type: none"> <li>The parish council's electronic records are stored on the clerk's computer in the clerks home.</li> <li><i>Fortnightly backup in place and stored off site</i></li> </ul>	Establish a process for regular backup and storage of electronic files in the location other than the clerk's home.  <i>Jan 2019</i> <ul style="list-style-type: none"> <li><i>Use of One Drive/cloud storage to be investigated</i></li> <li><i>Both back up hard drives are full</i></li> </ul>
Data protection-security and confidentiality/GDPR	<ul style="list-style-type: none"> <li>Data is not secure</li> <li>LAPC is not compliant with the requirements of the Data Protection Act/Data Protection Regulations</li> </ul>	3  <i>Reduced Jan 2019</i>	4	JAN 2019  12	<ul style="list-style-type: none"> <li>Security of Abingtons website to be confirmed</li> <li>Note computer security requirements for Internet banking. <i>See financial regulations</i></li> <li>LAPC to continue to ensure that the clerk is up-to-date with GDPR</li> </ul>	<i>Jan 2019</i> <ul style="list-style-type: none"> <li><i>Await details of web site security</i></li> <li><i>Avast installed on Clerk's PC</i></li> <li><i>Draft GDPR action plan agreed.</i></li> <li><i>Joined CAPALC GDPR membership scheme. Guidance awaited</i></li> <li><i>Not compliant with e-banking requirements</i></li> </ul>
<b>FINANCE</b>						
Precept	<ul style="list-style-type: none"> <li>Adequacy of precept</li> <li>Failure of the district council to pay the precept on time</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>LAPC has a sound budgeting process to underlie the annual budget planning cycle and precept request.</li> <li>The final budget is agreed in November prior to requesting the annual precept from the District Council</li> </ul>	<i>Jan 2019</i> <i>No change</i>

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					<ul style="list-style-type: none"> <li>The Parish Council reviews expenditure and income against plan on a quarterly basis.</li> <li>The parish council has sufficient reserves should there be a delay in the payment of the precept</li> </ul>	
Insurance	<ul style="list-style-type: none"> <li>Adequacy</li> <li>Cost compliance</li> <li>Fidelity guarantee</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>LAPC is insured with Hiscox through Came and Co-on a three-year contract.</li> <li>The choice of policy is assessed against the statutory criteria as a minimum</li> <li>LAPC makes adequate allowance for the cost of insurance in its budget plan</li> <li>The policy provides the statutory cover of employers liability, public liability and Fidelity guarantee.</li> <li>The policy is reviewed annually prior to payment of renewal</li> <li>Insurance is market tested every 3 yrs</li> </ul>	Jan 2019  <i>Insurance market tested. Renewed with Hiscox Oct 2018</i>
Cash	Loss through theft or dishonesty	1	1	1	<ul style="list-style-type: none"> <li>LAPC does not have petty cash or float.</li> <li>The majority of transactions are done on line</li> <li>Any cash received is paid into the parish council bank account promptly</li> </ul>	Jan 2019 <i>No changes</i>
Financial controls and records and banking	Inadequate checks	2	3	6	<ul style="list-style-type: none"> <li>The parish council has financial regulations setting out the requirements for banking checks, including on line banking and reconciliation of accounts. They are reviewed annually</li> <li>Reconciliation of the parish council's bank accounts with financial spreadsheets is confirmed at parish council meetings.</li> <li>All payments are approved at parish council meetings</li> </ul>	Jan 2019 <i>IA recommendations on record of payments implemented</i>

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					<ul style="list-style-type: none"> <li>On line banking in place. All payments are authorised by two parish councillors</li> <li>The annual internal audit process includes a review of payment checks</li> </ul>	
Freedom of information act	Policy Provision	1	2	2	<ul style="list-style-type: none"> <li>The parish council uses a model publication scheme for local councils</li> <li>The parish council rarely receives FOI requests</li> </ul>	<b>Jan 2019</b> <i>1 request received in 2018</i> <i>Impact - time to reply</i> <i>Risk -poor record keeping</i>
Clerk	<ul style="list-style-type: none"> <li>Loss of qualified clerk</li> <li>Fraud</li> <li>Actions undertaken</li> <li>Salary paid incorrectly</li> <li>PAYE paid incorrectly</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>The parish council has no contingency arrangements should the clerk resign.</li> <li>The parish council has fidelity guarantee insurance.</li> <li>The clerk is able to identify relevant training and request it</li> <li>The parish council has access to assistance and legal advice from CAPALC and LCPAS</li> <li>Annual internal audit</li> </ul>	Consider contingency for resignation of Clerk
Election costs	Risk of election cost	1	1	1	<ul style="list-style-type: none"> <li>The parish council budgets for election costs in an election year.</li> <li>A contingency fund is available to meet the costs of any other elections</li> </ul>	Jan 2019 <i>No change</i>
VAT	Record keeping and reclaiming	1	1	1	<ul style="list-style-type: none"> <li>LAPC keeps records of VAT paid in line with the guidance</li> <li>VAT is claimed twice a year in line with a recommended practice</li> </ul>	Jan 2019 <i>No change</i>
Annual return	<ul style="list-style-type: none"> <li>Incorrect</li> <li>Not submitted on time</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>The draft annual return and supporting documents is included in the annual internal audit</li> <li>The final version of the annual return is completed and signed by the council at a parish council meeting before the deadline for submission</li> <li>The AR has been submitted on time since 2003</li> </ul>	Jan 2019 <b>LAPC exempted from External Audit</b>

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					<ul style="list-style-type: none"> <li>An incorrect submission would result in additional audit fees and the risk of a qualified audit</li> <li>A qualified audit might put the parish council's status in jeopardy and leave it open to a more detailed review.</li> </ul>	
members interests	<ul style="list-style-type: none"> <li>Conflict-of-interest</li> <li>Register of members interests</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Councillors are aware of duty to declare any interest at the start of the meeting</li> <li>Register of members' interests is reviewed at least annually</li> <li>Failure to comply with the Code of Conduct could result in disciplinary procedure</li> </ul>	<i>Jan 2019.</i> <i>All parish councillors have completed forms</i>
<b>LEGALITY OF ACTIVITIES</b>						
Minutes agenda statutory documents	<ul style="list-style-type: none"> <li>Accuracy and legality</li> <li>Non-compliance with statutory requirements</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Minutes and agendas are produced in the prescribed method and legal requirements</li> <li>Minutes are approved and signed at the next meeting</li> <li>Minutes and agendas are published and displayed according to legal requirements inc Transparency Code</li> <li>Business conducted at council meeting is managed by the chair</li> </ul>	Jan 2019 <i>No Change</i>
Public liability	Risks to 3 <sup>rd</sup> party property or individuals	2	5	10	<ul style="list-style-type: none"> <li>Public liability Insurance is in place</li> <li>Parish Councillors are insured through the employers liability element of the Parish Council insurance policy</li> <li>Risk assessment of any individual event is undertaken</li> <li>Ad hoc contracts : evidence of insurance required with quotation</li> <li>Maintenance contract evidence of insurance required annually</li> </ul>	<i>Jan 2019</i>

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Employer liability	Non-compliance with employment law	1	1	1	<ul style="list-style-type: none"> <li>The parish council currently has only one employee – clerk</li> <li>The Parish Council is aware of changes in pensions legislation</li> </ul>	<ul style="list-style-type: none"> <li>Clerk is able to determine and undertake training with the parish council's approval.</li> <li>Clerk to keep up to date with pension requirements and update LAPC accordingly</li> </ul>
Legal liability	<ul style="list-style-type: none"> <li>Legality of activities</li> <li>Proper and timely reporting via minutes</li> <li>Proper document control</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>LAPC is able to clarify the legal position on proposals and to seek advice if necessary</li> <li>The council always receives and approves minutes at its meetings</li> </ul>	<p>Jan 2019</p> <ul style="list-style-type: none"> <li><i>Electronic and paper document management in progress</i></li> <li><i>Advice has been taken from CPALC twice in 2018 (FOI, GDPR)</i></li> </ul>
<b>COUNCILLORS PROPRIETY</b>						
Members interests	<ul style="list-style-type: none"> <li>conflict-of-interest</li> <li>register of members interests</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Parish councillors offered training in the code of conduct</li> <li>Declarations of interests is included in all parish council agendas</li> <li>The parish council has a register of members interests</li> <li>Failure to comply could result in a complaint and investigation for failing to comply with code of conduct</li> </ul>	<p>Jan 2019</p> <ul style="list-style-type: none"> <li>All parish councillors have completed register of interests</li> <li>4/7 Parish councillors have had training</li> </ul>
<b>ASSETS</b>						
Street furniture- litter bins, seats	Loss or damage risk or damage to 3 <sup>rd</sup> parties and property	2	3	6	<ul style="list-style-type: none"> <li>The parish council maintains an asset register</li> <li>A review of assets is undertaken periodically but at least twice a year for insurance and maintenance or repairs</li> <li>Relevant expenditure is actioned in accordance with correct procedures</li> </ul>	<p>Jan 2019:</p> <ul style="list-style-type: none"> <li><i>Asset register updated Sept 2018</i></li> <li><i>Protocol for inspection in place</i></li> </ul>

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					<ul style="list-style-type: none"> <li>Clerk is able to authorise expenditure up to £500 in an emergency</li> </ul>	
Notice board	Loss or damage risk - damage third-party	1	3	3	<ul style="list-style-type: none"> <li>Parish Council has one noticeboard on the corner of Church Lane</li> <li>The clerk inspects it at least monthly. There is a formal inspection biannually</li> </ul>	Jan 2019 <i>no change</i>
Millenium Bridge	Damage third-party risks	3	5	15	<ul style="list-style-type: none"> <li>The bridge is insured</li> <li>It is inspected annually</li> <li>The Parish Council has a 5 year planned maintenance programme</li> <li>Risk of damage leading to closure of PROW.</li> <li>Risk 3<sup>rd</sup> party injury</li> </ul>	Jan 2019 <i>Inspection overdue. CCC asked for contacts</i>
Trees	Damage to property Third-party risks including death or major accident	3	5	15	<ul style="list-style-type: none"> <li>The parish council does not have a register of the trees for which it is responsible</li> <li>LAPC does not have an inspection regime</li> <li>LAPC has limited knowledge</li> </ul>	<p>May 2018</p> <ul style="list-style-type: none"> <li>The tree survey to be completed</li> <li>LAPC to establish which trees it is responsible for and agree an inspection regime</li> <li>LAPC to endeavour to ensure a parish councillor or member of the community is trained and knowledgeable about trees</li> <li>LAPC to continue to maintain a good working relationship with the SCDC trees team</li> </ul> <p>Jan 2019</p> <ul style="list-style-type: none"> <li>To add individual risks to Risk register</li> </ul>

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Office equipment	Loss or damage	2	3	6	<ul style="list-style-type: none"> <li>The PC and the printer are the parish council's property</li> <li>Included on the parish councils asset register and insurance policy</li> <li>The parish council has business continuity insurance to mitigate against the costs associated with loss</li> <li>Damage to the PC would have an impact</li> <li>Parish Council funds annual update of security and virus check software</li> </ul>	Jan 2019 <ul style="list-style-type: none"> <li>Clerk's home has been burgled once in the last 20 years.</li> <li>Risk of damage /corruption and loss of information mitigated by regular backup</li> <li>Security: Avast installed</li> </ul>
<b>LIABILITY</b>						
Legal powers	<ul style="list-style-type: none"> <li>Illegal activity or payments</li> <li>Working parties taking decisions</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Activities and payments are made within the powers of the parish council and minuted.</li> <li>The Planning Committee is a committee of the parish council with the authority to make decisions within its terms of reference</li> <li>The Compliance Working Group is not a committee. It has no authority to make decisions. The terms of reference recognise that</li> <li>The Committee for Abington Housing is a joint parish council committee. It has terms of reference. It has no power for decision making</li> <li>The Abington Recreation Committee(ARGC) is a joint parish council committee. It has Tof R</li> </ul>	Jan 2019 <ul style="list-style-type: none"> <li>ARGC terms of reference updated to reflect IA report.</li> <li>ARGC internal audit completed July 2018. Discussed Sept 2018</li> <li>Status of CAH to be confirmed.</li> </ul>

## RISK SCHEDULE

ITEM	FREQUENCY	LAST REVIEWED	COMMENTS / ACTIONS
Assets inspection	At least bi Annually in March (year end ) September( insurance renewal)	March 2018	See notes on assets register Inspection spreadsheet established Jan 2019
<b>Financial Matters</b> Banking Arrangements Insurance Providers VAT return completed Budget agreed, Precept requested: Bank reconciliation overseen by Councillors Clerk's salary reviewed and documented Internal audit External audit received	Annually 3 yearly Bi-Annually annually annually monthly Annually Annually Annually	May2018 August 2018 Sept 2018 Nov 2018 Feb 2018 monthly Sept 2018 June 2018 Now exempt	<i>May 2017 See standing orders, financial regulations and Governance and Accountability for smaller authorities in England</i>  <i>Clerks salary updated to reflect increased hours</i>
<b>Administration</b> Minutes properly numbered Asset register available/updated Financial Regulations reviewed Standing orders reviewed Backups taken of computer records	Ongoing At least biannually annually annually weekly	May 2018 May 2018 May 2018 Fortnightly	Asset register is reviewed biannually but can be updated if new assets are acquired
<b>Employers Responsibilities</b> Clerk Contract of employment in place Contractors Indemnity Insurance reviewed annually	Annually Ongoing	May 2016 October 2018	<b>Andrew King Maintenance contractor : insurance received</b> <b>Ad hoc contracts: evidence of insurance required with quotation</b>
<b>Members' responsibilities</b> Code of Conduct adopted Register of Interests completed and updated  Register of Gifts/Hospitality Declarations of Interests minuted	Ongoing Ongoing and reviewed annually  Ongoing	July 2012 May 2018	In line with SCDC recommendations  Register of gifts and hospitality. The Parish Council does not keep a register
<b>Date of review : January 2019</b>			

## TREES

Date open/closed	Address/location	Risk	Actions taken
October 2016  <b>Jan 2019 No progress. Is it an increased risk?</b>	25-27 Cambridge Rd	<ul style="list-style-type: none"> <li>• Concerns received from member of the public about large "dead?" branch overhanging road.</li> <li>• See letter to householder 10.10.2016</li> </ul>	<ul style="list-style-type: none"> <li>• Householder informed</li> <li>• House holder agreed to take action 14.10.2016</li> <li>• F/up e-mail sent 9.2.2017</li> <li>• 2017_LAPC advised informally that it could wait until building work was underway</li> </ul>
19 January 2019 <b>CLOSED</b> 21 Jan 2019	Millennium Path	Low hanging branch at head height	Branch removed 20 Jan 2019

DRAFT FOR DISCUSSION