WEST DEAN PARISH COUNCIL
MANAGEMENT & FINANCIAL RISK REGISTER

WEST DEAN PARISH COUNCIL
RISK MANAGEMENT SCHEDULE -

Definition of Risk Management

Risk is the threat that an event or action will adversely affect and 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 or 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 focused approach to managing risk, which:

- Identifies the key risks facing the Council
- Identifies what risks may be
- Identifies the level of risk
- Evaluates the management and control of risk and records findings, reviews, assesses and revises procedures if required.

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	All files are store in the `cloud' using Dropbox. A manual backup is made of all files every two weeks onto an external drive. The Dropbox files are accessible wherever there is an internet connection.	Existing procedures are adequate. Review as necessary.
Meeting locations	Adequacy of venues Health & Safety	L L	Most meetings are held in the West Dean Centre, Bream. The premises and facilities are managed by the West Dean Centre Management Committee. During the summer months Council meetings move around the parish to village halls and community	Keep meeting facilities under review. Risk assessment of new venues

			centres, which are maintained by independent management committees.	
Council Records	Loss through theft, fire or damage	L	Papers less than 6 years old are store in the parish archive space in the attic store above the Parish office. Older records held are transferred to the County Archivist in line with document retention policy and standard procedure.	Damage or theft is unlikely to provision is adequate. Fire risk is managed through weekly testing and annual fire inspection & rectification of any concerns.
Council Records – Electronic	Loss through damage, fire, theft or corruption of computer	M	The Parish Council's electronic records are stored in the `cloud' (Dropbox) which is on both clerks' computers. All laptops are password protected. Full system back-ups of files and facilities are made regularly to external drive. Laptops are not left on site but removed by staff at end of day. Office is locked when not occupied.	Every six months check integrity of stored files. Continue to subscribe to Dropbox which provides 2TB of storage.
Freedom of Information Act	Policy Provision	L	The Council has an approved data protection policy. Any requests under FOI are/have been dealt with within the statutory timeframe. The Council can request a fee if the work will take more than 15 hours, however requests can be resubmitted and broken down into sections thus negating the payment of a fee.	Monitor and report any impacts made under Freedom of Information Act.

Data Protection	Policy Provision	L	The Council is registered with the Data Protection Register and follows its approved data protection policy.	Ensure annual renewal of registration.
FINANCE				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/ Control of Risk**	**Review/Assess/Revise**
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Council receives monthly budget update information which is minuted and approved. The Council meet during September to establish its priorities for the coming year and prepares a detailed budget projection in late Autumn. The precept is an Agenda item for the January meeting.	Existing procedure is adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are all statutory requirements.	Existing procedure is adequate. Review provision and compliance annually.
Banking	Inadequate checks	L	The Financial Regulations set out the requirement for banking, operation of the on-line banking including direct debits, standing orders, credit card and cheques. Monthly the accounts are reconciled, and two councillors undertake an operational audit of the accounts.	Review Financial Regulations as necessary. Existing procedure is adequate

			These monthly checks are reported and minuted at Full Council.	
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. All transactions are made by BACS or cheque.	Existing procedure is adequate.
Financial controls and records	Inadequate checks	L	Monthly reconciliation checked by Council. Two signatories on BACS and cheque payments, Internal and External audits are conducted. All payments are clearly resolved and minuted. Financial records are computer based and backed up on a regular basis	Existing procedures are adequate
Clerk	Loss of qualified Clerk Fraud Actions undertaken. Salary paid incorrectly	M L L L	A training budget is in place to enable training for the CiLCA qualification for both clerks. The requirement of Fidelity Guarantee insurance must be adhered to. Clerk should be provided with relevant training, reference books, access to assistance and legal advice. Internal auditor check	Included in budget projection when setting precept. Purchase revised reference books as required. Pay membership of SLCC Monitor working conditions and hours.
Election costs	Election being called outside of normal cycle	M	There are no measures which can be adopted to minimise the risk of having a contested election. A `contingency' fund is available to pay for such costs.	Included in budget projection when setting precept.
VAT	Re-claiming/Charging	L	The Council has financial regulations which set out the requirements. The Council is not VAT registered and doesn't charge VAT.	Existing procedures are adequate.

			The Council reclaims VAT and utilises the digital portal for claiming.	
Annual Return (AGAR)	Not submitted within specified time limits	L	The Annual Return is completed and signed by Chair and RFO, submitted to the Internal Auditor for completion and signing, this is then checked and sent to the External Auditor within specified time limit.	Existing procedure is adequate.
Best Value Accountability	Work awarded incorrectly. Overspend on services. Compliance with transparency code for Parish Councils	L M L	As per Financial Regulations and Procurement Policy three quotations are sought for all works or goods for Council and all Committees. Larger contracts for services would be a formal competitive tendering process, using the Government Procurement Portal or if possible access an ESPO contract and mini tendering process to secure requirement. If a problem is encountered with an existing contract the Clerk would investigate the situation, check the tender/quotation or specification, research the problem and report to Council with recommendations if appropriate for a decision/resolution. The Transparency Code for Parish Councils requires the publication of the following information on the website: Minutes, agendas and papers of formal meetings; All items of expenditure above £500; End of year accounts; Annual governance statement; Internal audit report; List of Councillor or member responsibilities	Existing procedures are adequate.

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ASSETS				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/ Control of Risk**	**Review/Assess/Revise**
Street Furniture/ Litter Bins/ Bus Shelters/ Grit Bins/ Benches/Kiosks	Loss or Damage Risk/damage to third party/parties	M	The Council has all items listed in the Asset Register. A review of assets is undertaken periodically, but at least annually for insurance provision and maintenance. All repairs and relevant expenditure for these are actioned within budget and in accordance with correct procedures.	Existing procedure is adequate. Ensure inspections are completed and reported to Council.
Notice Boards	Loss or Damage Risk/damage to third party/parties	L	The Council has Notice Boards around the parish which are listed in the Asset Register. These are inspected at least twice a year or as required. These are covered by parish council insurance.	Existing procedure is adequate. Ensure inspections are completed.
Office Equipment	Loss or Damage	L	Office equipment is covered by insurance policy. Budget allocated to office equipment.	Existing procedure is adequate.
West Dean Centre building	Loss or Damage Risk/damage to third party/parties	L	Annual review of assets is undertaken for insurance provision. Fire alarm system maintained and tested – weekly & annually. Building is owned by Parish Council.	Existing procedure is adequate.
Library	Loss or Damage Risk/damage to third party/parties	L	Annual review of assets is undertaken for insurance provision. Fire alarm system maintained and tested – weekly & annually.	Existing procedure is adequate.

			Building is owned by Parish Council.	Report of testing to be shared with Council.
Crowash Play Area/ Bream Play Area/ Youth Shelter	Loss or Damage Risk/damage to third party/parties	L	There is an informal programme of inspections of all play areas for condition and equipment, all reports of damage or faults are dealt with. Annual safety inspections are carried out and acted upon. Appropriate insurance cover is in place. Grass cutting is within the Grass Cutting & Amenities Maintenance contract.	Existing procedure is adequate. Ensure inspections are completed and reported to Council.
Captains Green	Loss or Damage Risk/damage to third party/parties	L	Annual review of assets is undertaken for insurance provision.	Existing procedure is adequate.
Cenotaph	Loss or Damage Risk/damage to third party/parties	L	The memorial is inspected and maintained as required. Appropriate insurance cover is provided.	Existing procedure is adequate.
Closed Churchyards Parkend Viney Hill	Loss or Damage Risk/damage to third party/parties	M	Faults are reported to Council and/or dealt with. The grass is included in the Grass Cutting & Amenities Maintenance contract. Appropriate insurance cover is provided. Gravestone stability testing will be arranged, and subsequent monitoring programme developed.	There has not been any Gravestone Stability tests undertaken, which needs to be rectified and reviewed. Other procedures are adequate.
West Dean Centre – furniture, equipment, football and pool tables.	Loss or Damage Risk/damage to third party/parties	M	Items are covered by insurance policy with fund being available to repair or replace damaged items.	Existing procedure is adequate.

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LIABILITY				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/ Control of Risk**	**Review/Assess/Revise**
Legal Powers	Illegal activity or payments. Working parties/Task Groups taking decisions. Parish Council Committees	L M L	All activity and payments made within the powers of the Parish Council (not ultra vires) and are resolved by Council and clearly minuted. Ensure working parties/task groups are established with clear terms of reference. Ensure all Committees have clear terms of reference and any delegated powers are defined.	Existing procedures are adequate. Monitor monthly and undertake review of Terms of Reference annually.
Minutes/Agendas/Statutory Documents	Accuracy and legality of non-compliance with statutory requirements.	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 by Council meetings should be managed by Chair or Vice-Chair.	Existing procedures are adequate. Undertake training to understand requirements. Members adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk Assessment of individual events is undertaken.	Existing procedures are adequate.
Employer Liability	Non-compliance with employment law	L	Undertake training and seek advice from ACAS, GAPTC or SLCC as required. Ensure Health & Safety Policy is followed, and all risk assessments are completed and reviewed.	Existing procedures are adequate. Staff adhere to H&S Policy and input into risk assessment process.

Legal Liability	Legality of activities Proper and timely reporting via Minutes. Proper document control Liable & Slander	M L L L	Council's insurance covers risks attributed to actions by staff or councillors. Council always receives and approves minutes at monthly meetings. Retention of document policy has been developed in line with SLCC guidance. Insurance in place to cover liable & slander for Councillors and Clerks.	Existing procedures are adequate.
COUNCILLORS PROPRIETY				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/ Control of Risk**	**Review/Assess/Revise**
Members Interests	Conflict of interest Register of Member Interests	M L	Councillors have a duty to declare and interest at the start of the meeting and complete a dispensation form. Register of Members Interests form to be completed and reviewed on an annual basis, Published on Parish website.	Existing procedures are adequate. Members to take responsibility to update their register of interests.
Adoption and Adherence to the Code of Conduct.	Councillors	L	Procedure for Members to agree and sign compliance with Code of Conduct. New members made aware of Code of Conduct and all other policy documents. Offer training to new councillors. Civility & Respect Pledge adopted and approved by Council	Existing procedures are adequate. Members to take responsibility to comply with Code of Conduct.