

# Evenley Parish Council Risk Management Schedule

Adopted at the meeting on 16.07.18

Reviewed and agreed amendments on 15.06.20

Reviewed and agreed amendments on 17.05.21

Reviewed and agreed amendments on 18.05.22

Reviewed, no amendments 22.05.23

Reviewed, no amendments 20.05.24

## 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.

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 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
- Reviews, assesses and revises procedures if required

Democratic process and public engagement			
Hazard/Risk	Impact	Controls	Review/Assess/Revise
Risk of election costs	L	Annual allocation to election reserve during budget setting covers planned elections; this reserve would also be used to cover cost of additional contested elections if called during the year, and then replenished. Elections planned for 07.05.2021 and May 2025	Annual allocation when setting budget
Breach of freedom of information and data protection requirements	M	<ul style="list-style-type: none"> <li>• Council adopted the model scheme</li> <li>• Clerk understands requirements (training)</li> <li>• Clerk and councillors attend training</li> <li>• Council has necessary advice via NALC/SLCC</li> <li>• Council is registered with the ICO and complies with GDPR policies adopted in May 2018</li> </ul>	Monitor & report any impacts made
Liability to public	H	<ul style="list-style-type: none"> <li>• Adequate public liability insurance in place</li> </ul>	Existing procedures

			adequate. Revise annually
Failure to consult/inform community	M	<ul style="list-style-type: none"> <li>• Newsletter information</li> <li>• Parish notice board</li> <li>• Website</li> <li>• Mailchimp (village emails) &amp; Facebook</li> </ul>	Existing procedures adequate Revise annually
Remote meetings	M	<ul style="list-style-type: none"> <li>• Remote meeting standing orders adhered to</li> <li>• Agendas published with Zoom invitation to councillors &amp; parishioners</li> </ul>	Existing procedures adequate
<b>Decision Making</b>			
<b>Hazard/Risk</b>	<b>Impact</b>	<b>Controls</b>	<b>Review/Assess/Revise</b>
Proper and timely reporting of minutes, and posting of statutory notices	M	<ul style="list-style-type: none"> <li>• Minutes displayed as draft and then approved &amp; signed at next meeting</li> <li>• Notices displayed on notice board &amp; website</li> <li>• Councillors 'summoned' to meetings</li> </ul>	Existing procedures adequate
Ensuring decisions are within legal powers	H	<ul style="list-style-type: none"> <li>• Clerk to clarify legal position on any new proposal</li> <li>• Legal advice via membership of NALC and SLCC to be sought where necessary</li> <li>• Code of Conduct training for councillors and clerk</li> <li>• Adoption of the latest standing orders</li> <li>• Members interests are declared at the start of meetings</li> </ul>	Existing procedures adequate
Decisions unclear	H	<ul style="list-style-type: none"> <li>• Clerk attends minute taking training</li> <li>• Chairman and vice chairman attends chairmanship training</li> </ul>	Training up-to-date. Revise annually
Lack of focus/priorities	M	<ul style="list-style-type: none"> <li>• Consider the results of village plan</li> <li>• Matrix of annual action plan</li> </ul>	Existing procedures adequate
Slow to react to outside influence (park closure, village hall, street lighting)	M	<ul style="list-style-type: none"> <li>• Keep contact numbers and email addresses on notice board</li> <li>• Consider urgent delegation to clerk as part of standing orders</li> </ul>	Existing procedures adequate
Register of Interests	H	<ul style="list-style-type: none"> <li>• Registers of Interests to be completed annually</li> </ul>	Members to take responsibility to update
<b>Asset Management</b>			
<b>Hazard/Risk</b>	<b>Impact</b>	<b>Controls</b>	<b>Review/Assess/Revise</b>
Protection of physical assets	M	<ul style="list-style-type: none"> <li>• List of assets updated annually</li> <li>• Training clerk in audit requirements</li> <li>• Village hall, wall, street furniture and streetlights insured</li> </ul>	Existing procedures adequate. Revise annually
Health & Safety	H	<ul style="list-style-type: none"> <li>• Monthly visual inspection of the village green, benches, tables, goal post and netball post</li> </ul>	Ensure inspections are carried out

		<ul style="list-style-type: none"> <li>Annual inspection of trees</li> <li>Six monthly inspection of village hall building and wall, allotments, pocket park and streetlights</li> </ul>	
Liability to public	H	<ul style="list-style-type: none"> <li>Insurance in place. Risk assessment of any individual event undertaken</li> </ul>	Review provision & compliance annually
Inadequate reserves (for all assets)	M	<ul style="list-style-type: none"> <li>Quarterly report on accounts to build awareness of reserves</li> </ul>	Adequate
<b>Employment &amp; Management</b>			
<b>Hazard/Risk</b>	<b>Impact</b>	<b>Controls</b>	<b>Review/Assess/Revise</b>
Business Continuity	L	All files & recent records are kept at the clerk's home on an external memory stick. The clerk makes a monthly back up of files onto a hard disc. A list of all passwords is kept by the clerk.	Review when necessary
Meeting location	L	Meetings are held at Evenley village hall. The premises are maintained by Evenley village hall management committee. If unavailable, meetings in the Church.	Adequate
Council records	L	Older records are stored at Evenley village hall in a filing cabinet in a locked room. Papers less than six years old are stored in the clerk's home.	Damage or theft is unlikely & so provision is adequate
Council records – electronic	M	Electronic records are stored on the clerk's laptop & memory sticks. Back-ups of the files are taken at monthly intervals & kept in fireproof safe. Quarterly back-ups kept by the chairman. Adequate antivirus protection is in place.	Backup of files monthly. Backup discs quarterly to chairman
Comply with employment law	M	<ul style="list-style-type: none"> <li>Policies including grievance and disciplinary in place</li> <li>Apply national benchmarking for career salary scale</li> <li>Up-to-date contract of employment in place</li> <li>Annual appraisals carried out with Chairman &amp; Vice Chairman</li> <li>Pension opt in/out scheme</li> </ul>	Adequate. Review when necessary
Claim for constructive dismissal	M	<ul style="list-style-type: none"> <li>Insurance and/or reserve fund</li> <li>Bespoke employment advice from NALC and SLCC</li> <li>Annual staff reviews</li> </ul>	Adequate
Clerk sickness or leaves	M	<ul style="list-style-type: none"> <li>Up-to-date contract of employment in place</li> <li>Contingency for X months' additional pay (from reserves)</li> <li>Recruitment system in place</li> <li>NALC advice via membership</li> </ul>	Adequate
Health & Safety	M	<ul style="list-style-type: none"> <li>Working at Village Hall – take mobile, lock self in and be aware of personal safety</li> </ul>	Adequate
<b>Contracts for services and supplies</b>			

Hazard/Risk	Impact	Controls	Review/Assess/Revise
Inadequate records	M	<ul style="list-style-type: none"> <li>• Clerk to understand what 'adequate' is (training)</li> <li>• Chairman made aware of record system</li> </ul>	Adequate
Contractor defaults and/or low-quality work	M	<ul style="list-style-type: none"> <li>• Ensure complete audit trail from decision and signed contract through to payment</li> <li>• Ensure contract is watertight re work required and actions taken in event of default</li> </ul>	Adequate procedures in place
Public injury	H	<ul style="list-style-type: none"> <li>• Ensure contract is subject to risk assessments and public liability cover</li> <li>• Inspect contractor's risk assessments</li> <li>• Inspect contractor's liability insurance</li> </ul>	Adequate
Unauthorised direction to contractor	M	<ul style="list-style-type: none"> <li>• Letter of instruction to be on headed paper from clerk</li> <li>• In contract letter ensure delegation of a councillor or the clerk as first line of direction</li> </ul>	Adequate
Finance			
Hazard/Risk	Impact	Controls	Review/Assess/Revise
Inadequate records of accounts	M	<ul style="list-style-type: none"> <li>• Council understands its role</li> <li>• Council understands RFO role</li> <li>• Appointment of competent RFO with appropriate skills</li> <li>• Set up clerk's finance support group</li> <li>• RFO and council attend training</li> </ul>	Adequate procedures in place
Additional external audit work	M	<ul style="list-style-type: none"> <li>• Plan for audit in Nov/Dec to ensure keeping cost down</li> </ul>	Adequate procedures in place
Inadequate internal audit	M	<ul style="list-style-type: none"> <li>• Appointment of independent and competent professional person for IA</li> <li>• Review and appoint annually</li> <li>• IA's report considered by council</li> <li>• Annual review of effectiveness</li> </ul>	Adequate procedures in place
Financial control and records	M	<ul style="list-style-type: none"> <li>• Quarterly reconciliations prepared by clerk and reported to council</li> <li>• All invoices approved at monthly meeting</li> <li>• Clerk/RFO to have use of a bank card restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed (see 6.18 of financial regulations)</li> <li>• Two signatories required on cheques/invoices</li> <li>• Internal and external audit</li> <li>• Adopt financial regulations</li> </ul>	Adequate procedures in place
Inadequate precept, reserves, balances	H	<ul style="list-style-type: none"> <li>• Sound budgeting to underlie annual precept</li> <li>• The precept is an agenda item at the January meeting</li> </ul>	Adequate procedures in place

		<ul style="list-style-type: none"> <li>Looking two years ahead and at past records</li> <li>Annual review November each year</li> </ul>	
Comply with Customs and Excise regulations	H	<ul style="list-style-type: none"> <li>VAT payments and claims calculated half-yearly by clerk</li> </ul>	Adequate procedures in place
Sound budgeting to underlie annual precept	M	<ul style="list-style-type: none"> <li>Chairman, one/two councillors and clerk meet in Nov/Dec to form a detailed budget and report at December meeting</li> <li>Precept derived directly from budget</li> <li>Expenditure against budget figures sent to internal controls councillor monthly</li> </ul>	Adequate procedures in place
Local Government Reorganisation: creation of West Northamptonshire Council, vesting day 01.04.21	H	<ul style="list-style-type: none"> <li>Due to coronavirus WNC will be "safe &amp; legal" for year 1;</li> <li>Shortage of resources (including staff expertise) may impact on advice for EPC;</li> <li>Equalisation of council tax across the area of West Northamptonshire – unknown impact on local councils</li> </ul>	Reports to each EPC meeting; Revise quarterly in financial year 2020/1 and 2021/2