RISK ASSESSMENT (GENERAL) SCHEDULE

Approved and adopted at the Meeting of Parish Old Bolingbroke with Hareby Council on 24.03.2022

[Annual review – last review 09.25, next review 09.26]

Note: This document has been compiled with reference to JPAG's (the Joint Panel on Accountability and Governance) 2021.

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." *Governance and Accountability for Smaller Authorities in England (March 2021).*

Purpose of this document

This document has been produced to enable Old Bolingbroke with Hareby Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise those risks.

The Parish Council is aware that although some risks can never be eliminated fully, it is important that it should have in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the subject
- Identifies what the nature of 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

Topic	*Risk(s) identified*	*H/M/L*	*Management/Control of Risk*	*Action: Review/ Assess/ Revise*
MANAGEMENT				
Staff	Loss of personnel	M	Contractual arrangements with any staff to be properly documented, to include an appropriate notice period and be kept up to date with current legislation. Review of contractual arrangements on an annual basis to confirm that compensation and other key terms remain competitive for role performed. Provision of performance feedback to any staff on an annual basis and capture of any concerns or issues to be relayed to the Council in closed session.	1. Chair to ensure that any staff have appropriately documented contractual arrangements and that the Council has approved the key terms. 2. Council member with staffing responsibilities to provide performance feedback to staff and relay any issues or concerns to the Council.
Business continuity	Council not being able to continue its business due the Clerk/RFO being unable to perform their duties as a result of an unexpected event.	M	All files and recent records (both paper and electronic) are kept at the Parish Clerk/RFO's home. The PC belonging to the Council is kept at the clerk/RFO's house. The Chair has all passwords required for the computer in a sealed envelope. There is no deputy clerk/RFO, so the illness or other indisposition of the Parish Clerk/RFO would cause significant disruption.	1. Develop contingency plan so that if the Clerk/RFO is unable to perform their duties due to an unexpected event, an interim Clerk/RFO could be appointed to support the Council. 2. Compile handover schedule of duties.

Topic	*Risk(s) identified*	*H/M/L*	*Management/Control of Risk*	*Action: Review/ Assess/ Revise*
Council records	Loss through theft, fire, damage, or destruction.	L	The Parish Council's records are kept at the Parish Clerk/RFO's home and at Ramsden hall. They should be stored in such a way as to limit/mitigate potential loss. Records Retention Policy adopted. Deeds are with Lloyds bank.	1. Review insurance position annually. 2. Register land holding with the Land Registry.
Council records (electronic)	Loss through damage.	M	All electronic Council records should be backed-up on a regular basis and the personal computer or other device used to create, manage, and store such records should run the current version of an industry standard anti-virus software package. Minutes and agendas held on LCC run website. Accountancy information held remotely.	1.Current procedures adequate.
Meeting location	Adequacy, Health and Safety issues, Accessibility	L	Meetings are held at Ramsden Village Hall. The Chair is a keyholder. The premises and facilities are considered to be satisfactory from a Health & Safety perspective.	1. Review digital accessibility options, to provide wider access to meetings.
Website	Out of date information	M	Clerk/RFO and Members to ensure the content is updated following each meeting.	1. Existing procedure considered adequate.

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FINANCE				
Income	Adequacy of income to cover planned and necessary extraordinary expenditure	M	Annual draft budget discussed and approved by the Council at least one week in advance of precept submission deadline. Council to review and set appropriate financial reserve levels as part of annual budget discussion. Council to agree precept and appropriately advise East Lindsey District Council. Ongoing financial reporting quarterly to Council meeting on actual versus budgeted expenditure, current reserve levels, and full year forecast expenditure.	1. Clerk/RFO: To check precept submission deadline and to schedule Council meeting to review budget and reserves at least one week prior 2. Clerk/RFO to prepare drafts and recommended reserve levels for Council discussion 3. Chair to review precept submission and to ensure it is submitted on a timely basis. 4. Clerk/RFO to produce a quarterly summary finance report and distribute this to Council members in advance of the meeting.
Income	Non-receipt of Precept from East Lindsey District Council	L	Monthly bank account reconciliations to confirm receipt of precept. Reserve levels should provide sufficient contingency for late payment.	1. Monthly bank account reconciliations performed by the clerk/RFO and presented to subsequent Council meeting for approval by the Chair or Council member with finance responsibilities. 2. Clerk/RFO to confirm receipt of precept to Council members and chase if not paid on time.
Cash Management	Mishandling of Cash	L	Cash handling by Council and staff to be minimised. Controls to ensure that cash is held securely, and agreed cash balances are paid into the Council's bank account on a timely basis. Cash in excess of £50 to be independently checked by Council member.	1. Independent confirmation of amount of cash received by a Council member. 2. Monthly bank account reconciliations performed by the Clerk/RFO and reviewed by the Chair or Council member with finance responsibilities.

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Expense	Staff/Contractor costs paid incorrectly Failure to comply with HMRC and Pensions Regulator requirements resulting in fines and/or legal action.	L	Appropriate contractual documentation used for any staff member and to be agreed by Council. Terms of contractual documentation checked against Council minute which approved employment or other contractual arrangement. HMRC PAYE& NI liability calculated using HMRC Basic Tools Regular advice from HMRC reviewed by the Clerk Internal auditor to provide double check.	1. Clerk/RFO to document any contractual agreements and employment terms in the minutes of the relevant Council meeting. 2. Clerk/RFO to check contractual terms match those agreed by Council and ensure that employment status has been confirmed, where relevant. 3. Chair or Vice Chair to sign all employment agreements. 4. Monthly bank account reconciliations, performed by the Clerk/RFO and reviewed by the Chair or Council member with financial responsibilities.
Expense	Incorrect payment for goods or services supplied to Council.	M	Receipt of all goods and services to be confirmed prior to payment. Valid invoice to be submitted by all providers of goods or services. Clerk/RFO and one Council member to approve any payments by cheque or bank transfer, and approving Councillor to check that expenditure has been approved by the Council, the payment amount, payee and account details match the submitted invoice.	1. Clerk/RFO to ensure invoices are submitted for all goods and services received by the Council. 2. Clerk/RFO to check that invoice amounts, dates and descriptions of good or services are correct 3. Clerk/RFO to confirm all relevant good or services have been received before presenting payment for approval. Councillor who authorises payment to check that expenditure has been duly approved and that invoice amount, payee and payment details match the submitted invoice.

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Expense	Unexpected election costs	L	Maintain sufficient budget.	1. Clerk/RFO to check prior to annual budget setting process and include appropriate amounts in the annual budget. 2. Clerk/RFO to review annual budget before submission to Council for review and approval.
Expense	VAT nor properly accounted for	L	Ensure appropriate publications held and that clerk/RFO has good knowledge of regulations.	1. Existing procedures adequate.
Expense	Lack of knowledge of wishes of electors	M	Ensure residents are consulted on all major financial issues over £10K	1. Develop a 5 year plan of Council's aims and objectives demonstrating public consultation.
Reserves	Insufficient Reserves to cover unexpected expenditure or delayed receipt of income.	M	Council to review and agree target reserve levels when setting annual budget in accordance with its Reserves Policy.	1. Clerk/RFO to recommend target reserve levels as part of annual budget setting process. 2. Clerk/RFO to include a breakdown of regular financial reporting, including a breakdown of earmarked reserves. 3. Clerk/RFO to notify Council if reserves are forecast to be utilised.

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Fraud	Loss due to fraud by staff	M	Requirement that all payments must be authorised by a Council member. Monthly bank account reconciliations performed by Clerk/RFO and independently checked by Chair or Council member with financial responsibility. Insurance cover purchase by Council to cover reasonable potential loss.	1. Independent verification of controls annually by the Internal Auditor. 2. Independent verification of bank reconciliations by Chair or Chair of Finance committee. 3. Financial reporting to Council at each meeting. 4. Review of insurance policy and cover amount by Clerk/RFO and annual review by Council.
Assets	Loss or damage to the Council's assets	M	Council to maintain an Asset register. Current value of assets to be updated and linked to annual inspection with any necessary remedial work notified to the Council. Adequate insurance to be held for the Council's assets and cover to be reviewed on an annual basis.	1. Clerk/RFO to maintain Asset register 2. Clerk/RFO to notify Council of any loss or damage to any Council asset. 3. Clerk/RFO or nominated Council member to inspect assets annually and report findings back to Council. 4. Annual review of insurance cover. 5. Ramsden Hall Trust Management Committee to provide Parish Council with copies of their insurance, risk assessment, 5 yearly electrical inspection record, annual PATS test, fire safety plan, fire extinguishers annual check. 6. Manage contractual relationship with Ramsden Village Hall in accordance with the Governance Framework and Terms of Reference 7. Nominate two Council members as representatives of the Ramsden Hall Trust on the Ramsden Hall Trust Management Committee

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Financial Record Keeping	Inadequate financial records are maintained	M	No payment authorised without independent verification of relevant Council minute and invoice. Independent review of monthly bank account reconciliations. Independent annual review of financial records and compliance with Risk Assessment by internal auditor.	1. Council members role as authorised signatories in checking and verifying all payments. 2. Verification of quarterly bank account reconciliation by Chair or Council member with financial responsibility. 3. Internal auditor annual review. 4. Nominated member to periodically follow the audit trail of an invoice.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	1. Review supply, provision and compliance annually. 2. Ramsden Hall Trust Management Committee to provide Parish Council with copies of their insurance.
Annual Governance and Accountability Return (AGAR)	Not submitted within time limits	L	AGAR is completed by the Council and the Internal Auditor. It is then checked and sent on to the External Auditor or a declaration of exemption certificate is produced, within the time limit. Clerk/RFO prepares a timetable for submission	1. Existing procedures adequate.

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LIABILITY				
Legal Powers	Activities may be carried out which are not within the legal powers of the Parish Council. Resulting in legal proceedings against the Parish Council and loss of Parish Council reputation	M	New Councillors to undergo an induction process which includes training on the legal powers of a Parish Council. All Councillors to keep themselves up to date on current relevant rules and regulations.	1. Agreed induction process to be followed for new Councillors. 2. Clerk/RFO to ensure that information about any training, provided by LALC, NALC, or any other relevant body is share with Councillors on a timely basis. 3 Clerk/RFO to ensure that any relevant background materials or briefings relevant to Old Bolingbroke with Hareby Parish Council are circulated to Councillors. 4 All Councillors to ensure that they remain up to date with relevant legislation.

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Minutes/ Agendas/ Statutory documents	Accuracy and legality Non-compliance with statutory requirements	M	Minutes and agendas and other documents are produced as required and made available to Councillors and the public in accordance with the Council's Standing Orders and other policies. Timely review of draft minutes by the Chair of the relevant meeting prior to statutory deadline. Minutes are approved and signed at the next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings managed by the Chair according to the Standing Orders.	1. Ensure that clear deadlines are set to ensure compliance. 2. Members to adhere to the Code of Conduct and Standing Orders. 3. Standing Orders to be reviewed annually.
Public liability	Safety of Staff and visitors is compromised resulting in injury.	M	Insurance in place. Risk assessment of any individual event undertaken.	1. Risk assessments to be reviewed annually. 2. Insurance policy is reviewed annually.
Employer liability Employee liability Councillor liability	Non-compliance with employment law, Causing injury (damage) to employee property. Causing injury (damage to Councillors)	L L L	Undertake on-going training to ensure that Councillors are aware of current legislation. Seek advice from the Council's insurance company where required. Employers Liability insurance in place. Insurance cover in place.	1. Any necessary training is provided. 2. Insurance policies reviewed annually. 3. Risk assessments reviewed annually.

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Legal liability	Proper document control	M	Document Retention policy adopted	1. Existing procedures adequate.
Freedom of Information and Data Protection	Policy provision	M	The following documents in place: A publication scheme (which accords with model) Privacy Data Notice Privacy Policy Data Protection Policy Document Retention Policy The Parish Council is registered with the ICO ref Z659317X	1. Monitor and report any impacts made under the freedom of information and data protection rules. 2. Timetable of policy reviews
COUNCILLORS' PROPRIETY				
Members Interests	Conflict of interest	L	Councillors have a duty to declare any interest at the start of the meeting or when a conflict become apparent during a meeting.	1. Existing procedures adequate.
Members Interests	Register of Members Interests	L	Register of Members Interests form to be reviewed at least on an annual basis and available on the website	1. Members to take responsibility to update their Register of Interests form.

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Members Interests	Failure to register interests, gifts and hospitality could lead to Councillors being compromised in the course of their business and being subject to legal action.	L	Councillor to be aware of their duty to register interests, gifts and hospitality	1. Provide necessary training.
COUNCIL REPUTATION				
Councillors and staff	Behaviour of Member's bringing the Council into disrepute	L	Councillors understand and receive training on the Code of Conduct. All Parish Council matters are undertaken with a professional approach.	1. Any necessary training is provided, and all Councillors abide by the Code of Conduct. 2. Implement Councillor Vacancy Policy to include a person specification.
Members Interests	Register of Members Interests	L	Register of Members Interests form to be reviewed at least on an annual basis and available in the website.	1. Members to take responsibility to update their Register of Interests form.