

HOPTON AND COTON PARISH COUNCIL (HPC) RISK MANAGEMENT SCHEME

May 2019

RISK IDENTIFICATION	LOSS EVALUATION	RISK ELIMINATION / MINIMISATION	RISK LEVEL
1. INSURANCE a) Public liability (statutory)	HPC could be legally liable for accidental injury or accidental damage to the property of another party	Continue existing cover £15 million	Low because of measures put in place
b) Employer's liability (statutory)	No insurance in place or non-compliance with Employment Laws or Inland Revenue requirements	Continue existing cover £ 10 million	Low because of measures put in place
c) Money	Crossed cheques could go missing in the post or in transit to the bank whilst in the custody of the Clerk or from the Clerk's home where cheques and cash are kept overnight	Continue existing cover £250,000 for cheques £500 in someone's private residence £5,000 in transit. Ensure that cheques are signed by two signatories	Low because of measures put in place
d) Fidelity guarantee	HPC could have money stolen from its possession by a council employee i.e. the Clerk or the village hall booking secretary	Continue existing cover £ 100,000	Low because of measures put in place
e) Property	Loss of hiring income due to the hall being unavailable for use.	There is no cover at present. Find out if the hall could be insured for loss of income when work is being carried out	Medium
f) Official's indemnity		Continue existing cover £15 million	Low

RISK ASSESSMENT

RISK IDENTIFICATION	LOSS EVALUATION	RISK ELIMINATION / MINIMISATION	RISK LEVEL
INSURANCE continued g) Libel and Slander	Loss of reputation	Continue existing cover £250,000 and exercise care in the preparation of council minutes to avoid a claim for libel from a member of the public who feels that what has been said is untrue and defamatory	Low
h) Personal Accident	Money claimed from the council in the event of someone being injured whilst engaged in council activities	Continue existing cover of £50,000 capital sum and a weekly benefit of up to £200 per week for 2 years	Medium
STAFFING	Loss of services of an employee	Advertise any vacancy immediately (if permanent loss) and request help from a locum clerk to cover temporary loss	Medium
PAYMENT ARRANGEMENTS		Continue with the requirement to report all payments to HPC for approval. Continue with the requirement for signatories to initial both cheques and stubs	Low because of measures put in place
RECONCILIATION		Continue with the requirement that a bank reconciliation should be carried out as soon as bank statements arrive which is then reported back to HPC in the form of Financial Statements A (parish council) and B (village hall), every council meeting	Low because of measures put in place
AGENCY ADVICE		Continue with memberships of SLCC, NALC and SPCA	Low because of measures put in place

RISK ASSESSMENT

RISK IDENTIFICATION	LOSS EVALUATION	RISK ELIMINATION / MINIMISATION	RISK LEVEL
PLAYGROUND EQUIPMENT	Serious injury could be incurred if the play equipment is in a poor condition or if there is a hazard e.g. broken glass, in the vicinity. There could be a loss in the use of play equipment in case of emergency repairs	Continue with regular maintenance and safety checks by a Councillor (weekly and report transferred to the Clerk) and by a professional company (e.g. Wicksteed Leisure) once a year	Low now that the playground is insured
PRECEPT	The annual precept is not the result of a properly detailed consideration	Continue to review the current year's spending in relation to budget. Look for trends in previous spending. Identify present and foreseeable needs and set a precept accordingly, with full council approval	Low because of measures put in place
ACCOUNTING RECORDS	Non-standard and / or non-compliant records are kept	Continue to require adequate, complete and statutory financial records and accounts, preferably on a spread sheet which makes accounting more accurate and which means that spreadsheets can be transferred electronically	Low since the council has not received a "qualified" audit since the arrival of the new Clerk
DEADLINES	Non-compliance with statutory deadlines for the completion, approval and submission of accounts and other financial returns	Continue to assure that all accounts and returns are completed and submitted by the required deadlines	Low
INTERNAL AUDIT	Non-compliance with internal audit requirements	Appoint an internal auditor annually and publish internal auditor's comments	Low
CONTRACTS	A contract may not be robust enough so that compensation can be claimed in the event of poor workmanship	Appoint a councillor to be responsible for contracts	Low

RISK ASSESSMENT

RISK IDENTIFICATION	LOSS EVALUATION	RISK ELIMINATION / MINIMISATION	RISK LEVEL
ASSETS a) Security and maintenance of buildings and equipment	Equipment is faulty. The village hall is set on fire and undesirable people enter the village hall	Undertake maintenance and repair on a regular basis. Maintain the village hall security lights. Insure contents. Keep main gate locked when hall / grounds are not in use. Have an annual PAT test and fire check. Have an Asbestos check. Have new front doors fitted with security glass and appropriate locks	MEDIUM
b) Asset register	The asset register is out of date	The Asset Register is maintained and accurate	LOW
FINANCE a) Banking	Inadequate information sent to HPC by bank. An over-bureaucratisation e.g. difficult to change signatories / cancel a cheque	Consider changing bank since all accounts are presently with NAT WEST and there have been many problems. Consider telephone and internet banking with another bank.	Medium
b) Customs and Excise	VAT not recovered so HPC suffers a loss of income	Keep careful records of invoices so that VAT can be recovered at least once a year. Ensure that correct values are applied	Low
c) Temporary holding of cash /cheques by the Clerk	Cheques or cash are stolen from Clerk's home	Cash or cheques to be held at Clerk's home only overnight (following an evening meeting) ready to be banked the next day	Low

RISK ASSESSMENT

RISK IDENTIFICATION	LOSS EVALUATION	RISK ELIMINATION / MINIMISATION	RISK LEVEL
d) Annual budget preparation	Councillors have no clear idea of what has been spent in relation to budget and cannot set a realistic precept	Annual and revised estimated expenditure are approved by HPC	Low because of measures put in place
d) Financial controls	Lack of financial control on behalf of HPC	HPC has approved new Financial Regulations. Bank account reconciliations are presented to the council at each meeting as are interim financial reports. The accounts are checked by an Internal Auditor. An Annual Return is sent to an External Auditor.	Low because of measures put in place
LEGAL LIABILITY	There is an employment dispute / allegations of discrimination or the fact that correct procedures have not been followed	The Clerk to clarify the legal position where possible. Legal advice should be sought where necessary	Low
GOOD GOVERNANCE a) Minute reporting to HPC and the public	The minutes are not a true reflection of what happened in the meeting	The minutes for HPC are received, approved and signed and are to be put on the new web site	Low
b) Proper document control	Legal documents go missing. Council business is not documented. Information stored on HPC's computer is not backed up. Inadequate storage for Council documents	Legal documents are held by the Clerk or deposited with independent solicitors. All council business is documented in writing and appropriately filed. Papers are available under the Freedom of Information Act	Low

RISK ASSESSMENT

RISK IDENTIFICATION	LOSS EVALUATION	RISK ELIMINATION / MINIMISATION	RISK LEVEL
OFFICE EQUIPMENT AND DOCUMENT SECURITY	Intruders can reach the HPC lap-top and scanner. Files are not backed up. Files are not backed up to a computer on a different site. Filed documents are not secure	Equipment is housed at the Clerk's dwelling behind two lockable doors. Files on memory stick are transferred to PC's lap-top regularly. All files are also stored on a small personal lap-top which is kept at a second property owned by the Clerk.	LOW
COUNCILLOR PROPRIETY	Register of Interests and gifts are not properly maintained	The Register of Interests are compiled, signed and held centrally. Declarations of interest are minuted at meetings alongside requests for Dispensations.	Low
SALARY PAYMENTS	Payments are not made in accordance council regulations	Information is passed on regularly to our pay roll company. Extra payments are properly documented	Low
THE CONDUCT OF MEETINGS	Meetings are not conducted legitimately. Agendas are not sent out on time or do not give sufficient detail	Ensure that all ordinary council meetings are conducted legitimately. Ensure that agendas are sent out on time and are explicit. Where members disagree with the advice of the Clerk, such disagreement is recorded	Low because of measures put in place
TOWN AND COUNTRY PLANNING	Councillors are not properly consulted on planning applications	Planning applications are dealt with at meetings if deadlines allow, otherwise, applications are communicated by email with clear deadlines for response. Controversial applications are dealt with at special meetings	Low

Review Date: end of February 2018

N.B. Insurance will be renewed during March 2018