**CUTSDEAN PARISH COUNCIL**

**RISK MANAGEMENT SCHEDULE**

**Approved by council May 2023**

**To be reviewed: May 2024**

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| **FINANCIAL** |  |  |  | |  |
| **Subject** | **Risk identified** | **Risk Level**  **H/M/L** | **Management of Risk** | | **Review** |
| Financial controls | Non- compliance with Financial Regulations and consequent inadequate protection of public funds | M | Adopt and regularly review Financial Regulations | | Annually in May by Full Council. |
| Legal Powers | Council making payments without legal power to spend | L | Clerk receives advice/support from GAPTC  Council is eligible to use the General Power of Competence and eligibility is reviewed annually | | Ongoing  Ongoing |
| RFO not completing statutory tasks | Council operating outside legal framework | H | Accounts and bank reconciliation reviewed by Full Council.  Internal and external audit reports (if applicable) submitted to Full Council | | Ongoing |
| Annual Return | Not submitted in time | L | Council is exempt and annual submission of notice of exemption reported to Full Council and minuted. | | Annually |
| Precept | Not requested | L | Council minute. Precept request prompted by Borough Council | | Annually |
| Not received | L | Diarised by RFO.  Sufficient reserves held to continue operation if precept is delayed | | Annually |
| Inadequate to meet expenditure needs of council | M | Precept based on detailed budget report which is considered and approved by Full Council, which also receives monthly comparisons of expenditure against budget.  Precept is open to scrutiny by electorate. | | Annually  Monthly  Ongoing |
| Borrowing | Insufficient funds to meet loan repayments | L | Not applicable – no borrowing | | Annually |
| Banking | Cash and cheques not banked | L | Bank reconciliations circulated to Full Council at each meeting. | | Ongoing |
|  | Misappropriation of funds / fraud | M | All payments made by cheque which are authorised by 2 signatories | | Ongoing, and annually via Financial Regulations |
| Staff competence | Absence of appropriate skills in staff and councillors | L | Supported by GAPTC | | Ongoing |
| Financial Records | Loss/destruction of records | L | Cheque books held securely. Computer data backed up | | Ongoing |
| Payroll | Incorrect payment of staff salaries or NI, pension contributions.  Non-compliance with auto-enrolment procedures | L  M | Use of payroll bureau for salaries.  Pensions status of all staff reviewed by Staffing Committee annually. | | Annually |
| VAT | VAT not reclaimed | L | Claims made annually. Picked up by internal control and internal audit checks. | | Annually |
| Insurance | Adequacy | M | Clerk reviews when asset register updated | | Ongoing and annually |
| **MANAGEMENT** |  |  |  |  | |
| **Subject** | **Risk identified** | **Risk Level**  **H/M/L** | **Management of Risk** | **Review** | |
| Continuity of staff | Absence of Clerk – resignation / long term illness | M | Use of locums via GAPTC | Ongoing | |
| Loss of records | Loss of paper records | L | All key paper documents have electronic versions which are backed up or accessible on website  Policy in place for retention and archiving of records | Annually | |
| Health and Safety of staff | Injury to staff while at work | L | Clerk operates in accordance with Health and Safety procedures  Clerk alerts councillors to potential risks  Employers’ Liability Insurance in place | Ongoing | |
| **PROCEDURAL** |  |  |  |  | |
| **Subject** | **Risk identified** | **Risk Level**  **H/M/L** | **Management of Risk** | **Review** | |
| Legal Powers | Council acting outside its powers | L | Clerk is supported by GAPTC  All activities to be approved by council resolution and minuted. | Ongoing | |
| Documents | Accuracy of records | L | All agendas are checked by Chair of Council. All minutes are approved by Full Council at subsequent meeting | Monthly | |
| Non-compliance of minutes and agendas with statutory regulations | L | Clerk supported by GAPTC | Ongoing | |
| Freedom Of Information Act 2000 | Non-compliance with Act | L | Council operates publication scheme following ICO model and this is published on website with procedures for making an access request. | Ongoing and review annually | |
| General Data Protection Regulation | Non-compliance with Regulation | L | Policy in place | Ongoing | |
| Public liability | Failure to provide duty of care to the public | M | Public Liability Insurance held to cover claims for death to others caused by Council’s staff or products | Annually | |
| Contractors | Risk to public resulting from actions of contractors | M | All contractors as part of terms and conditions must submit a health and safety assessment / method statement and evidence of insurance cover prior to the commencement of the contract | As needed | |
| **ASSETS** | | | | | |  |  |  |  |
| **Subject** | **Risk identified** | **Risk Level**  **H/M/L** | **Management of Risk** | **Review** | |
| Asset Register | Non- recording of assets | L | Clerk maintains asset register which is checked as part of internal audit process. Total asset figure is shown on annual return which is approved by Full Council. | Annual | |
| Assets not insured or under insured | M | Insurance cover reviewed by Clerk on acquisition of new assets. Cover also reviewed annually at renewal date. | Ongoing | |
| Contractors | Damage to assets through bad workmanship | L | Use of trusted contractors with adequate public liability insurance | Ongoing | |
| **COUNCILLOR CONDUCT** | | | | | |
| **Subject** | **Risk identified** | **Risk Level**  **H/M/L** | **Management of Risk** | **Review** | |
| Code of Conduct | Non-compliance | M | Councillors sign undertaking to comply.  New councillors attend training.  Chair will, on advice of Clerk, raise incidents of non-compliance with councillors. | Ongoing | |
| Register of Members’ Interests | Non-disclosure of interests | L | Clerk receives declaration forms from councillors on appointment and lodges with borough solicitor. Forms updated, as appropriate.  Agenda item at each meeting of Full Council requesting declaration of interests pertinent to the agenda. | Annually  Monthly | |