



RISK MANAGEMENT

Version Number	Date	Author	Notes
1.0	23 January 2019	M Harper	Revised risk assessment to be taken to Resources Committee 23 January 2019 for review
1.1	30 January 2019	M Harper	For approval at PC meeting 30 Jan 2019 – minute ref 124.1.2
2.0	22 January 2020	M Harper	Revision to be presented to 22 January 2020 Resources meeting
2.1	29 January 2020	M Harper	For approval at PC meeting 29 Jan 2020 – minute ref 84.1.4

	Risk	Control of Risk	Additional Action
	Financial		
1	Loss and damage of physical assets owned by the Council – buildings, furniture equipment, etc.	<p>Maintain an up to date register of assets and investments – Asset Register reviewed annually</p> <p>Regular maintenance arrangements for physical assets – Health and Safety Inspections carried out by the Assistant Clerk and reviewed by the RFO/Clerk</p> <p>Annual review of insurance cover. Parish Council currently has a 3-year contract commencing 1.10.2019 to 30.9.2022 with Came and Company</p>	Existing procedures adequate
2	The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public.	<p>Public Liability insurance of £10 million. Assets regularly inspected and play equipment externally inspected annually. Trees surveyed annually and works carried out as recommended. PAT carried out annually</p> <p>Annual review of insurance</p>	Existing procedures adequate
3	Loss of cash through theft or fraud.	<p>Appropriate insurance cover including Fidelity Guarantee. Review and testing of arrangements from minutes to cashbook, computer programme etc including petty cash arrangements</p> <p>Changes to supplier bank details accepted in writing, on invoices verified to have come from the company concerned and are not accepted verbally</p> <p>The Fidelity Guarantee of £300,000.</p>	Existing procedures adequate

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	Financial		
4	Inadequate Banking arrangements including borrowing or lending	<p>To prepare, adopt and adhere to codes of practise for procurement and investment.</p> <p>Regular bank reconciliations independently reviewed by Resources Committee and Internal Auditor</p> <p>Payments made as per Financial Regulations</p> <p>Review of internal controls in place. Review of Minutes to ensure legal powers are available and the basis of the powers recorded and correctly applies by Internal Auditor</p> <p>As at January 2020 main bank account is with Barclays Bank Ltd. Bank accounts and investments to be reviewed annually with consideration of the Financial Services Compensation Scheme</p>	Existing procedures adequate
5	Improper use of funds granted to local community bodies under specific power.	Grant policy in place including requirement for invoices to be submitted to confirm expenditure	Existing procedures adequate
6	Failure to meet requirements under Custom and Excise regulations.	<p>RFO/Clerk completes regular returns of VAT – reports generated from RBS software</p> <p>Training the RFO/Clerk in matters of VAT and other taxation issues as necessary.</p>	Existing procedures adequate
7	Misuse of Barclaycard Mastercard	<p>Monthly statement and payments approved by Resources Committee</p> <p>Pin Number not to be kept with card.</p> <p>No cash withdrawals permitted as confirmed with the Internal Auditor.</p> <p>Agreed limit on card</p>	Existing procedures adequate

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	Financial		
8	Inaccurate Financial Regulations/ Standing Orders	Reviewed annually and as required. Financial Regulations reviewed 22 January 2020 and Standing Orders reviewed 20 May 2019.	Existing procedures adequate
9	Issues relating to Large Monetary Projects	Ensure Public Liability Insurance, Risk Assessments, Method Statements and Professional Indemnity are in place - request documents before contractor commences works Follow procedures in Financial Regulations	Existing procedures adequate
10	Unexpected and uninsured losses	Reserves policy which is reviewed annually	Existing procedures adequate
11	Insurance Claims not upheld	Insurance requirements reviewed annually. The Council use a broker familiar with the needs and risks of Parish Councils to ensure appropriate cover is provided Ensure log of all claims and status maintained	Existing procedures adequate
12	Inadequacy of the annual precept.	Sound budgeting procedures to underlie the determination of the annual precept as outlined in the Financial Regulations The budget reports reviewed by the Resources Committee monthly and recommendation made to Parish Council in November for setting of precept in accordance to deadlines set by Chelmsford City Council	Existing procedures adequate
13	Change of Councillors who are signatories on bank account	Procedures in place to amend bank mandates with Barclays Bank and Nat West	Existing procedures adequate

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Management			
14	Company vehicle – damage or loss	Vehicles regularly serviced and only used by trained and competent staff with valid licences	Existing procedures adequate
15	Incorrect advice – Council acting ultra vires	Clerk and Councillors provided with relevant training, reference books and access to advice. Council is a member of EALC and NALC; the Clerk is a member of SLCC Council holds Power of Competence - Parish Council meeting 20 May 2019	Existing procedures adequate
16	Council being inquorate	When a vacancy arises the legal process is followed – resulting in either an election or co-option. The Co-option policy reviewed and updated as necessary If the Parish Council has less than 5 Members (1/3 of the 15 Members) it will be inquorate and advice will be sought from the Chelmsford City Council	Existing procedures adequate
17	Proper, accurate and timely reporting of Council business in Minutes.	Minutes approved by Parish Council at following meeting Minutes properly numbered and paginated with a master copy kept in safe keeping. Minutes and agendas displayed according to legal requirements	Existing procedures adequate
18	Responding to electors wishing to exercise their rights of inspection.	Documented procedures to deal with enquiries from the public. Complaints Procedure and Freedom of Information Procedure in place. Publication document on web site	Existing procedure adequate
19	Meeting laid down timetables when responding to consultation invitation.	Documented procedures to deal with response to consultation requests.	Existing procedure adequate

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Management			
20	Proper document control	Documented procedures for document control including receipt, circulation response, handling, filing and disposal	Existing procedure adequate
21	Loss of records and documentation	Historical minute books stored at Essex Records Office, Minutes available online through computer system and website. Fire proof filing cabinet for 6 years of accounts. Copies of accounts and documentation backed up by IT Services provider and on Cloud storage as necessary	Existing procedure adequate
22	Register of members interests and gifts and hospitality inaccurate	Procedures in place for recording and monitoring members interest and gifts. Adoption of Code of Conduct for Members Disclosures sent to City Council and placed on the web site	Existing procedures adequate
23	Accusations of slander and libel	Appropriate indemnity insurance in place Councillors receive training and guidance	Existing procedures adequate
24	Business Continuity Plan	In the event of the Parish Office becoming unusable a plan is in place for the continuity of the Council. All Members have a copy of the plan a. Computer data is backed up daily by our IT Support company; staff instructed to ensure that important paperwork (accounting records, inspections, contractor information) is stored electronically	Document to be reviewed and taken to Resources meeting in March 2020 for approval

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Management			
25	Breach of Employment Law	Payroll company calculate Pensions/ NI and Tax. Legal updates received from NALC/EALC reviewed. Employer Liability insurance in place	Existing procedures adequate
26	Breach of H&S legislation	Ensure compliance with Health and Safety Legislation, taking advice from suitably qualified Health and Safety professional	Health and Safety system currently under review
27	Inadequate provision of services being carried out under agency/partnership agreements with local authority or with contractors	Clear statement of management responsibility for each service. Regular scrutiny of performance against targets. Regular reporting on Performance by suppliers/providers/contractors Public Liability documents, risk assessments and method statements in place contractors who visit the site to complete works.	Existing procedure adequate
28	Computer systems hacked	Adequate insurance in place Robust procedures and systems maintained by IT Services company	Existing procedures adequate
29	Personal data regulations breached	Train staff on the General Data Protection Regulations Ensure registration with Information Commissioners Office is annually reviewed and renewed Staff to operate a clear/tidy desk policy with all confidential items to be locked away at the end of the day	Existing procedures adequate