

## Upton Bishop Parish Council Risk Management Scheme

Subject	Risks identified	H/M/L	Management/control of risk	Review/assess/revise	Last reviewed
<b>Management</b>					
Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the clerk's home. The clerk takes a rolling back-up of files on an external hard drive which is kept at Clerk's place of work. In the event of the clerk being indisposed, the Chairman to contact HALC for advice	Review when necessary Ensure procedures below are undertaken	
Meeting location	Adequacy Health and Safety	L	Meetings are held in the Millennium Hall. The premises and facilities are adequate for the Clerk, Councillors and any public. who attend from a health and safety and comfort aspect.	Existing procedure adequate	
Council records - paper	Loss through theft, fire, damage	L	Held at the clerk's home.	Provision is adequate.	
Council records -electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on an external hard drive . Back-ups of the files are taken on a rolling basis on an external hard drive	Existing procedure adequate	
<b>Finance</b>					
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Parish Council receives budget update information at every meeting and detailed budget in January	Existing procedure adequate	
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually	
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Incl: <ul style="list-style-type: none"> <li>➤ Cheques are never pre-signed.</li> <li>➤ Payee details and amounts on the cheques are always written out prior to cheques being signed.</li> <li>➤ The cheque counterfoil is always completed and countersigned.</li> <li>➤ All payments are supported by an invoice or a receipt.</li> <li>➤ Bank transactions are accurately recorded in Sage One – this is reconciled against the bank statement in all meetings.</li> <li>➤ The chequebook is held at all times by the RFO`</li> </ul>	Existing procedures adequate  Review Financial Regulations as necessary	

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Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Any cash transactions are made by the clerk, are fully receipted and then reimbursed monthly or paid by cheque on receipt of an invoice	Existing procedures adequate	
Financial controls and records	Inadequate checks	L	Monthly reconciliations prepared by RFO and checked by the Chair of the Parish Council at every meeting. Two signatories on cheques. Internal audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Any s137 payments must be recorded at time of approval	Existing procedures adequate	
Freedom of Information Act	Policy Provision	L/M	The Council has a model publication scheme for Local Councils in place. The clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council can request a fee if the work will take over 15 hours. However, the request can be resubmitted, broken down into sections, thus negating the payment of a fee	Monitor and report any impacts made under Freedom of Information Act	
Election Costs	Risk of election cost	M	Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. An election reserve has been established to meet the costs of an unexpected bye election	Include in financial statement when setting precept	
VAT	Re-claiming	L	The Council has financial regulations which set out the requirements	Existing procedures adequate	
<b>Assets</b>					
Street Furniture and other items	Damage to benches, signs etc	L	An asset register is kept up to date and insurance is held at the appropriate level. Regular checks should be made on all equipment by members of the Parish Council	Existing procedures adequate	
<b>Liabilities</b>					
Legal powers and legal liability	Illegal activity or payments	M	All activity and payments made within the powers of the Parish Council (not ultra vires) are to be resolved and clearly minuted. Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures adequate	
	Working Parties taking decisions	L	Ensure they have clear terms of reference.	Monitor	
Minutes/ Agendas/ Statutory Documents	Accuracy and legality Non-compliance with statutory requirements	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal	Existing procedures adequate	

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	Proper document control		requirements. Business conducted at Council meetings should be managed by the Chairman Standing Orders to be reviewed annually  Herefordshire Council retention schedule used.		
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedures adequate	
<b>Employees and contractors</b>					
Clerk	Loss of clerk  Fraud  Actions undertaken  Clerk's Salary and PAYE	M  L  L  M	A contingency fund should be established to enable training for the CiLCA qualification in the event of the clerk resigning The requirements of Fidelity Guarantee insurance must be adhered to Clerk should be provided with relevant training, reference books, access to assistance and legal advice through membership of SLCC/HALC Clerk as RFO to make quarterly payments to HMRC as necessary and report at next meeting	Consider when setting next precept  Monitor working conditions  Existing procedures adequate	
Employer Liability	Non-compliance with employment law	L	Undertake adequate training and seek advice from HALC.  Review Clerk's contract annually	Existing procedures adequate.	
Contractors	Non-compliance with terms of contract	L	Review contracts annually	Existing procedures adequate	
<b>Members responsibilities</b>					
Members Interests	Conflict of interest  Register of members Interests	M  L	Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests form to be reviewed at least on an annual basis		

Date of next review     December 2019