

RISK MANAGEMENT SCHEDULE

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/RFO is trained and receives advice/support from GAPTC/SLCC 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 monthly by Full Council. Internal and external audit reports (if applicable) submitted to Full Council Training given to RFO, as appropriate	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 monthly.	Ongoing
	Misappropriation of funds / fraud	M	All payments made by cheque which are authorised by 2 signatories, Fidelity insurance of £250,000 in place	Ongoing, and annually via Financial Regulations
Staff competence	Absence of appropriate skills in staff and councillors	L	RFO has appropriate financial skills, which are kept up to date, by CPD training and NALC/SLCC updates	Ongoing
Financial Records	Loss/destruction of records	L	Cheque books held securely, bank statements available online. Computer data backed up	Ongoing Weekly

Payroll	Incorrect payment of staff salaries or NI, pension contributions.	L	Use of payroll bureau for salaries.	Annually
	Non-compliance with autoenrolment procedures	M	Pensions status of all staff reviewed by Staffing Committee 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

Health and Safety of volunteers	Injury to volunteers when carrying out Community Speedwatch activities	L	Volunteers have received training specific to this activity Hi-vis jackets are worn Employers' Liability insurance is in place (though injury caused by a third party would be covered by the driver's insurance policy)	Ongoing
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PROCEDURAL				
Subject	Risk identified	Risk Level H/M/L	Management of Risk	Review
Legal Powers	Council acting outside its powers	L	Clerk is CiLCA trained and undertakes Continuous Professional Development through GAPTC and SLCC All activities to be approved by council resolution and minuted Councillors to receive training on appointment and updated as necessary	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 is CiLCA qualified and Council operates within standing orders and financial regulations based on NALC model	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	Councillors received training before introduction of regulations and Clerk works with webmaster to ensure that breaches do not occur	Ongoing
Public liability	Failure to provide duty of care to the public	M	£10M Public and Products 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	<p>Councillors sign undertaking to comply.</p> <p>New councillors attend training.</p> <p>Chair will, on advice of Clerk, raise incidents of noncompliance with councillors.</p>	Ongoing
Register of Members' Interests	Non-disclosure of interests	L	<p>Clerk receives declaration forms from councillors on appointment and lodges with borough solicitor. Forms updated, as appropriate.</p> <p>Agenda item at each meeting of Full Council requesting declaration of interests pertinent to the agenda.</p>	<p>Annually</p> <p>Monthly</p>