



CHERRY BURTON PARISH COUNCIL

Risk Management Scheme

Document Details

	Date	By
Drafted	3 rd Nov 2021	Peter Wardale
Reviewed	27 th Oct 2021	Full Council
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This document deals with the quantification of all significant council risks.

RISK LEVELS: **H =21-25**, **M =11-20**, **L=1-10**

Items in **Bold** are new

Item no.	Identified Risk	Prob (1-5)	Sev (1-5)	Risk (1-25)	Existing controls	Additional measures	Date by
<u>FINANCIAL</u>							
F1	The protection of assets owned by the Council (see latest asset register)	3	4	12	<ul style="list-style-type: none"> • Up-to-date asset register • Regular inspection and maintenance checks by qualified persons • Insurance policy • Budget provision for maintenance costs • Council to arrange regular inspection of its assets. • Annual review of level of insurance policy 	<ul style="list-style-type: none"> • Consider photos of items 	Nov'22
F2	Control of financial management – council unable to meet financial obligations	2	5	10	<ul style="list-style-type: none"> • Adoption of Standing Orders and Financial Regulations using latest models from ERNLLCA • Monthly/quarterly bank reconciliations • Presentation to Council of regular statements of receipts and payments and balances held 		

					<ul style="list-style-type: none"> • Appointment of Internal Auditor • All cheques to be signed by at least two members of the Council • Schedule of accounts for payment authorised by a meeting of the Council • All spending authorised within powers available to the Council • Ensure Clerk has appropriate training if required. • Agree annual budget prior to precept submission. • Ensure Standing Committees follow similar rules for financial control. • Maintaining ring fenced contingency sums at an agreed level. 		
F3	Insurance provision for all Parish Council activities, property, and contents.	2	5	10	<ul style="list-style-type: none"> • Public liability insurance policy • Employee fidelity insurance policy • Employer liability insurance • Buildings/Contents Insurance 	<ul style="list-style-type: none"> • Council to consider appropriate level of insurance cover once per year 	Nov'22
F4	VAT controls	1	5	5	<ul style="list-style-type: none"> • Timely returns made to Customs and Excise 		

F5	Third party legal claims against the Parish Council	3	5	15	<ul style="list-style-type: none"> • Council to have adequate insurance cover. 	<ul style="list-style-type: none"> • Consider setting up a call off agreement with an approved firm of legal advisors for urgent engagement, when required. • Redefine existing legal insurance to ensure fit for purpose. 	Nov'22 Nov'22
F6	Claims against/by contractors whilst undertaking work on the Council's behalf	1	3	3	<ul style="list-style-type: none"> • Council to ensure that all contractors have their own insurance cover prior to commencement of any works. • Council to ensure that prior to engagement there is a written specification of work agreed by the Council for contract values above £500. 		

GENERAL

G1	Loss of Council records	2	5	10	<ul style="list-style-type: none">• Key records held by the Clerk on computer, on web site and on a memory stick.• Current records held by the Clerk e.g. minutes, agendas & financial records held on computer, web site and on a memory stick.	<ul style="list-style-type: none">• Consider depositing a copy with the current Chairman• Consider archives, title deeds etc to be located in secure, fireproof cabinet.• Consider purchasing an external USB hard drive for backups.	Nov'22 Nov'22 Nov'22
G2	Loss of services of Clerk without notice	2	4	8	<ul style="list-style-type: none">• Call temporarily on services of other local clerks.• Seek ERNLLCA and/or NALC help with temporary assistance		
G3	Loss of services of Chairman without notice	2	4	8	<ul style="list-style-type: none">• Ensure Vice Chairman and other members of Council are available and willing to cover		
G4	Injury to public from use of assets owned by the Parish Council (see latest asset register)	1	4	4	<ul style="list-style-type: none">• Clerk advised by members of public, police service officers and parish Councillors if any repair is required and appropriate action is taken.• Parish Council assets to be inspected regularly by competent		

					persons identified by the council and maintained when necessary.		
G5	Injury due to poorly lit streets in areas where Parish Council maintains streetlights.	1	4	4	<ul style="list-style-type: none"> • All reported bulbs that are not working are repaired by contractor • Annual inspection of lighting by contractor. 		

Adopted

Date

Minute Reference

Signed..... Chairman

Review Date: