

RISK MANAGEMENT SCHEME - 2020

Wadworth Parish Council

CATEGORY/AREA	RISK	LEVEL	MITIGATIONS
FINANCE			
Bank & Banking	Inadequate checks Bank mistakes Loss Charges BACS payments	Low Low Low Low Medium	Council applies the requirements of the Financial Regulations which are reviewed annually. Bank mistakes are dealt with as and when they arise and are identified as a result of monthly reconciliation. Annual audit process ensures that proper accounting processes are kept. There is a comprehensive policy in the Council's financial regulations for the effective management of electronic payments
Savings accounts	n/a	n/a	No savings account at present
Cash	Loss through, theft or dishonesty	Low	Cash is banked on the date of receipt or, if received by a member, passed to the Clerk as soon as possible for immediate banking. There is no petty cash or float. Fidelity insurance is in place. Cash handling is minimal.
Direct Costs Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	Low Low Low Low Low	The Council complies with its financial regulations. No payment is made for goods not received or services not supplied. All invoices are checked for accuracy. Cheque payments are signed by two Councillors or Councillor and Clerk, usually at Council meetings and are checked against the payments schedule. The Council generally does not hold stock but buys in as required. Any unpaid invoices are chased and there is no evidence of bad debt.
Precept	Adequacy of precept Precept requirement not submitted Precept requirement not received by District Council	Low Low Low	Precept established by reference to budget developed by the Clerk and subsequently considered/approved by the Council. Budget developed by reference to previous year's actuals, projected and budget figures and in consideration of future projects. Draft budget prepared November/December with budget/precept approval usually January. Submitted to Doncaster Metropolitan Borough Council in January following DMBC's request. Precept received in two payments, April and September.
Financial Recording	Inadequate records Financial irregularities	Low Low	Internal Audit review by 2 members reviews financial records, minutes etc. at least once per year. Bank reconciliations and payments/receipt schedules are produced for each meeting and payments approved. Analyses of budget vs. actual are also provided periodically. The Responsible Financial Officer is responsible for ensuring proper procedures are followed.
Election Costs	Risk of election costs	Low	Covered by budgeted sum.
Legal Powers	Acting Ultra Vires	Med	Clerk and Councillor training. All activity and payments resolved/agreed and recorded.

Insurance	Adequacy Costs Compliance	Low Low Low	Council has agreed a 3-year arrangement (wef Oct 20) with Zurich insurance and reviews content approx. 3 months prior to renewal. New assets are added to the policy immediately.
PROPERTY			(An asset register is maintained for all assets)
Play Equipment	Damage to equipment. Injury to third party	Low/Med	Third party (Public) liability insurance and equipment insured. Annual (ROSPA) (by trained individual) and weekly visual checks by members of play areas ensures play facilities are well maintained and repaired as required.
Benches & Street Furniture	Damage to item/injury to third party	Low	Third party liability insurance and furniture insured. Regular inspection to identify any items needing repair or replacement.
Public Open Spaces	Injury to third parties	Low	Areas kept well maintained, grass and bushes cut back. Weekly walk through by clerk (or nominated councillor(s)). Any reported problems acted upon quickly
Notice Boards	Damage to item/injury to third party	Low	Insurance and maintenance. Clerk to inspect when putting up notices
Trees	Possible danger to third parties from: low hanging branches, dead wood falling, dropping branches and collapse	Low/High	Third Party Liability Insurance. An 18-monthly tree survey by arboriculturist provides a risk-based report on which the Council may act. Regular inspection by grounds maintenance contractor picks up ongoing issues. Any report from members of the public acted on swiftly
Christmas Lights	Damage to lighting installations. Erection of display and taking down. Electrical faults. Injury to third parties	Med	Lights included in Parish insurance. Erection and taking down carried out by competent qualified contractor carrying their own insurance. Installation tested for electrical safety each season. Guidelines and regulations followed in siting display.
Speed Indicator Signs	Damage to item/injury to third party	Low	Insurance and maintenance. Any report from Q-Tron (who extract data), council members or members of the public acted on swiftly
ACTIVITIES			
Members Interests	Conflict of Interests/Members acting outside of Nolan Principals	Med	A standing item on the agenda serves as a reminder to Councillors to declare pecuniary interests and conflicts of interest in meetings. Register of members interest forms are reviewed by Councillors, particularly when personal circumstances alter.
Storage of Personal Data	Data Protection Act compliance Freedom of Information compliance	Med Low	Staff training in this area. The Council is registered as a data controller under the DPA The Council has a Publication Scheme which is reviewed annually. The Council's document retention policy controls how long information is retained and disposed of.
Storage of Documents (Paper)	Loss from fire, water or other damage	Low	Essential documents now held in a folder in Clerk's home and most also held electronically. Older documents held in the Village Hall and secure storage at DMBC archives.

Storage of Documents (Digital)	Loss of vital data, breach of data security	Med	The Council's electronic records are stored in the cloud via Microshade's secure system that complies with UK data protection laws. Backups are taken daily. All documents are backed up onto computers and on cloud storage.
Events – [no recurring events at present]	Third party injury. Illegal activities bring Council into disrepute. Risks posed by moving vehicles and pedestrians sharing space	Low	Events covered by Council's insurance policy. Risk assessment kept for all activities. Caterers required to provide copies of certificates etc. External groups required to have Public Liability Insurance.
EMPLOYEES			
Business Continuity	Risk of Council not being able to continue its business due to unexpected circumstances.	Low	The Council has a separate Business Continuity Plan
Staff Management	Actions undertaken by staff	Low	The Council acts as the employer for exercise of duty of care with regular reviews. The Chairman of the Council liaises with the Clerk/RFO on a weekly basis.
Staff Health	Injury at work or illness as a result of work		Employers Liability Insurance

Date of Last Review...8 Oct 20.....

Next Review due