

# Whessoe Parish Council

## RISK MANAGEMENT POLICY & PLAN

### Version control:

Version	Date of Review	Reviewed By	Approval	Comments
v0.0	4/4/17	S Robinson	22 May 2017	
v1.0	27/11/17	WPC	27 January 2018	
v1.1	26/5/18	S Goldfinch		Reviewed
v1.2	9/9/18	S Goldfinch		Additions made
V1.3	5/5/19	S Goldfinch		Risks reviewed and amended
V2.0	11/5/19	WPC	WPC AGM 11 May 2019	Approved
V3.0		WPC	WPC meeting 23/3/20	Approved subject to amendments at meeting
V3.1	17/5/21	B Goldfinch		Amendments to take account of key safe
V3.2	14/7/21	Hall Management Committee		Amendments to take account of COVID restrictions being lifted
V4.0	26/7/21	WPC	26/7/21	Approved
V4.1	19/7/22	Clerk		Reviewed and amended to include debit card.
V5.0		WPC	25/7/22	Approved
V6.0		WPC	WPC meeting 27/3/23	Reviewed and approved with no changes

## 1. POLICY

1.1 Whessoe Parish Council recognises and accepts that the management of risk is integral to the Council's stewardship of their assets and resources and the effective and efficient discharge of their duties and responsibilities to the community.

1.2 Risk assessment is a continuous process for the Council. Risks may be financial or non-financial.

1.3 The Council are responsible for the management of risk in accordance with this policy and plan.

1.4 The Parish Clerk is responsible for advising the Council on risk assessment and for conducting his/her duties in a manner that avoids undue risks to the Council.

1.5 Key risks are identified in the Risk Management Plan and Register attached to this document.

1.6 Risk Management is an aspect of the internal controls operated by the Parish Council through their approved Financial Regulations. Internal Controls are subject to scrutiny by the internal auditor.

## 2. RISK MANAGEMENT PLAN

2.1 This Plan defines how the Council will manage identified risks.

2.2 Risks can be defined as any threat or possibility that an action or event will adversely (or beneficially) affect the interests of the Council.

2.3 Risk management is not a process of avoiding risk altogether but seeks to identify risk and assess its implications in order to inform decisions.

2.4 The level of risk can be judged by the likelihood of it occurring and the effect on the Council should it do so. Risks are identified, assessed and scored on their likelihood and impact, and a resulting severity applied based on the following scoring matrix:

Likelihood		Impact		Severity
Very likely to occur	3	High	3	Likelihood x Impact
Possible	2	Medium	2	
Unlikely to occur	1	Low	1	

2.5 The Council will determine whether a risk is acceptable in all the circumstances, and they will be recorded on a Risk Register which will be reviewed regularly by the Council.

2.6 Generally, those risks that can be quantified are covered by insurances carried by the Council, i.e.

- Public Liability
- Employer Liability
- Money
- Fidelity Guarantee
- Property damage
- Officials Indemnity
- Equipment

2.7 The Council will review the Risk Management Plan as part of their annual budgetary procedure.

2.8 The Plan should be read in conjunction with the Council's Financial Regulations.

### **3. RISK REGISTER**

See **Annex A** below.

**ANNEX A to RISK MANAGEMENT POLICY & PLAN v2.0**

**WHESSOE PARISH COUNCIL – Risk Register**

WHESSOE PARISH COUNCIL - RISK REGISTER								
ID	Date	Description	Likelihood	Impact	Severity	Owner	Mitigation	Status
1	26-May-18	There is a risk of financial loss due to the cancellation of hall bookings	2	1	2	Clerk	<ul style="list-style-type: none"> <li>• Payments for bookings taken in advance.</li> <li>• Regular monitoring and review of bookings to identify trends.</li> <li>• Late payments for block bookings to be addressed immediately.</li> </ul>	OPEN
2	26-May-18	There is risk of financial loss if there is late payment of the Precept	1	2	2	Clerk	<ul style="list-style-type: none"> <li>• Ensure that the balance in the Council's accounts is sufficient to pay the bills until the precept is paid</li> <li>• Ensure that application for precept is properly considered and submitted in good time</li> </ul>	OPEN
3	23-Mar-20	There is a risk that all rental income was lost as a result of a national crisis.	2	2	4	Clerk	<ul style="list-style-type: none"> <li>• Prudent management of the budget</li> <li>• Regular review of receipts and payments</li> <li>• Retain a prudent amount of reserve funding</li> </ul>	OPEN
4	26-May-18	There is a risk of financial loss due to banking error (e.g. leading to loss of interest or bank charges being levied)	1	1	1	Clerk	<ul style="list-style-type: none"> <li>• Regular monitoring and review.</li> <li>• Application of financial regulations, including regular scrutiny online bank statements.</li> <li>• Periodic review of banking arrangements to secure best possible terms and conditions.</li> </ul>	OPEN
5	26-May-18	There is a risk of loss of money due to fraudulent action by employee.	1	1	1	Council	<ul style="list-style-type: none"> <li>• Risk covered by insurance policy</li> <li>• All cheques and online payments have two Councillor signatures (including Chair and/or Vice Chair) against invoices.</li> <li>• All income and expenditure reported to Council and therefore subject to regular Council and Auditor scrutiny.</li> </ul>	OPEN

**WHESSOE PARISH COUNCIL - RISK REGISTER**

<b>ID</b>	<b>Date</b>	<b>Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Severity</b>	<b>Owner</b>	<b>Mitigation</b>	<b>Status</b>
6	26-May-18	There is a risk that Council property could be damaged by third party.	1	1	1	Council (1 & 2) Clerk (3)	<ul style="list-style-type: none"> <li>The risk is covered by Council's insurance.</li> <li>Maintain property in good condition.</li> <li>Ensure adequacy of insurance cover by hirers, and review this annually for regular users.</li> </ul>	OPEN
7	26-May-18	There is a risk of personal injury/damage to member(s) of the public or their property arising from defect(s) in Council's property resulting in a claim for compensation and costs to the Council in defending claims when appropriate.	1	2	2	Clerk & Council	<ul style="list-style-type: none"> <li>Regular maintenance and prompt repair of any damage.</li> <li>Periodic review of insurance cover and timely renewal- significant changes to be agreed by Council.</li> </ul>	OPEN
8	26-May-18	There is a risk of compensation claim by employee (or contracted person) in respect of injury sustained in the course of his/her employment (engagement).	1	1	1	Clerk & Council	<ul style="list-style-type: none"> <li>Potential liabilities, including costs, covered by Council's insurance.</li> <li>Maintain adequate insurance cover (as per above)</li> </ul>	OPEN
9	26-May-18	There is a risk of loss of cheques, cash, etc., held on Council's behalf resulting in financial impact	1	1	1	Clerk	<ul style="list-style-type: none"> <li>Direct payment of Precept and VAT reimbursement into bank account.</li> <li>Prompt payment of receipts into bank.</li> <li>Encourage use of bank transfers.</li> <li>Such losses are covered by Council's insurance, including theft (extent of cover depends on circumstances).</li> </ul>	OPEN
10	26-May-18	There is a risk of compensation claim resulting from (alleged) negligent act or accidental error or	1	1	1	Clerk	<ul style="list-style-type: none"> <li>Risk covered by Council's insurance.</li> <li>Ensure Council decisions are based on full information including professional advice where appropriate.</li> </ul>	OPEN

WHESSOE PARISH COUNCIL - RISK REGISTER								
ID	Date	Description	Likelihood	Impact	Severity	Owner	Mitigation	Status
		omission by the Council or its employee(s)					<ul style="list-style-type: none"> <li>Maintain adequate insurance cover.</li> </ul>	
11	26-May-18	There is a risk of legal action against the Council for libel or slander resulting in financial impact	1	2	2	Chair (1&2) Clerk (3)	<ul style="list-style-type: none"> <li>Member awareness.</li> <li>Proper conduct of meetings by Chair.</li> <li>Professional advice from Darlington Borough Council (Legal) and Clerk.</li> </ul>	OPEN
12	26-May-18	There is a risk that failure to represent community interest adequately in relation to matters, significantly impacting on the Parish in terms of reduction in local facilities and/or quality of life or missed opportunity to benefit from external funding or advice.	1	1	1	Council	<ul style="list-style-type: none"> <li>Council recognised by Darlington Borough Council and other agencies for consultation and information dissemination, and their website are monitored regularly.</li> <li>Membership of NALC and TVRCC.</li> <li>Attendance at Darlington Association of Parish Council meetings.</li> <li>Subscribers to NALC Newsletter</li> <li>Threats and opportunities reported to Council meetings with special meetings called as required.</li> <li>All relevant publications reviewed regularly.</li> </ul>	OPEN
13	26-May-18	There is a risk that any failure to comply with updates to General Data Protection legislation leads to a fine for being in breach	1	1	1	Council	<ul style="list-style-type: none"> <li>Review data protection requirements and undertake data audit.</li> <li>Work with NALC to understand requirements of new legislation.</li> </ul>	OPEN
14	9-Sept-18	There is a risk to the security of the Hall if regular hirers do not lock up properly	2	3	6	Council	<ul style="list-style-type: none"> <li>Ensure that hirers are walked through the open/closing procedures when provided with the key safe code.</li> <li>Carry out an annual review of key holders.</li> </ul>	OPEN

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<b>ID</b>	<b>Date</b>	<b>Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Severity</b>	<b>Owner</b>	<b>Mitigation</b>	<b>Status</b>
							<ul style="list-style-type: none"> <li>• Ensure that the hiring agreement states the opening and closing procedures and places liability on the hirer</li> </ul>	
15	9-Sept-18	There is a risk to the safety of the occupants/users of the Hall if the regular hirer does not comply with Fire Precautions	1	3	3	Council	<ul style="list-style-type: none"> <li>• Ensure that hirers are walked through the open/closing procedures at the start of their hire.</li> <li>• Ensure that the hiring agreement states the opening and closing procedures and places liability on the hirer</li> </ul>	OPEN
16	17-May-21	There is a risk of damage or misuse of the Hall through the unauthorised use of keys to open the hall.	1	2	2	Clerk	<ul style="list-style-type: none"> <li>• Maintain an up to date key holder log</li> <li>• Change key safe code regularly.</li> <li>• Place responsibility for use of keys firmly on hirers in the hiring agreement</li> </ul>	OPEN
17	14-July-21	There is a risk of infection to hall users through transmissible diseases.	3	2	6	Hall Management Committee	<ul style="list-style-type: none"> <li>• Include requirement to use QR code in hire agreements.</li> <li>• Regular and frequent cleaning regime.</li> <li>• Continue to provide sanitiser.</li> </ul>	OPEN
18	19-July-22	There is a risk the debit card could be misused. The spend limit is set at £10k.	2	1	2	Council	<ul style="list-style-type: none"> <li>• Risk covered by insurance</li> <li>• Bank reconciliations are carried out each month and would spot excessive spend.</li> <li>• A quarterly audit checks payments and receipts against the bank statement.</li> <li>• The Card is held securely by the Clerk and is passcode protected.</li> </ul>	OPEN