

AWBRIDGE PARISH COUNCIL RISK MANAGEMENT SCHEDULE *Reviewed February 2025*

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Purpose of Document

This document has been produced to enable the Parish Council to assess the risks that it faces and to satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it is developing a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the key risks facing the council
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

Responsibility

Awbridge Parish Council is committed to identifying and managing risks and ensuring that risks are maintained at an acceptable level. The Council will undertake any action that is felt necessary to reduce risks.

The Clerk/Responsible Finance Officer (RFO) and nominated Councillor will review risks on a regular basis, including any newly identified risks, and report regularly to the Council. The review will include identification of any unacceptable levels of risk.

Members are ultimately responsible for risk management because risk threatens the achievements of policy objectives. Members should therefore:

- a) take steps to identify key risks facing the Council;
- b) evaluate the potential consequences to the Council if an event identified as a risk takes place;
- c) decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L/M	All computer files are backed up on a regular basis onto an external hard drive. Paper records are more at risk, consideration should be given to risk of loss. Important documents should be scanned electronically or kept in secure storage. In the event of the clerk being indisposed the Chairman will contact HALC for advice/support. Loss of Key Staff & Business Continuity insurance in place via Gallagher Ins.	Review annually Assess ongoing to improve procedures. Ensure other procedures are followed
Meeting Location	Adequacy Health and Safety	L	Meetings are held in Awbridge Village Hall (AVH) which has disabled access. If required meetings can be re-located (at a cost) to SOZO Ministries International, Dunwood Oaks, Danes Road, Awbridge. Health & Safety procedures at both these venues is considered adequate.	Review bi-annually
Council records - paper	Loss through theft, fire, flood or other damage	L	Important documents should be scanned electronically or kept in secure storage. Older minutes and historical documents to be archived with online facility (Dropbox/Onedrive). Document Retention & Disposal Policy to be created summer 2025.	Likelihood is low Review bi-annually
Council records – Electronic	Loss through damage, fire, flood, corruption of data	L/M	Regular backup to external drive taken from Council PC, Data is stored on an external hard	

			drive by Parish Clerk. Laptop is operated from this external drive. Data is also backed up in Cloud Based Solutions	
Staff	Loss of Parish Clerk	M	Key Staff insurance cover provided via Gallagher. Locum arrangements can be secured via HALC	Maintain annually
	Fraud	L	Fidelity guarantee in place via insurance. Councillors carry out regular review of bank reconciliation.	Regular review
	Actions carried out	L	Regular reporting of actions completed and outstanding via action plan reports to council/committees. Staff to be adequately trained and review carried out via appraisal process.	Appraisal process

FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy	M	Sound budgeting to underlie annual precept. Existing procedure adequate and backed by financial regulations. The precept is an agenda item at the January meeting. Reviewed by Internal audit	Introduce process of providing Council with quarterly reports of expenditure against budget
Insurance	Adequacy/cost	L	Review undertaken in 2024 and cost compared with alternative provider	Insurance reviewed annually against needs.

	Compliance	L	Review undertaken in 2024.	
	Fidelity Guarantee	L	Review undertaken in 2015. Adequate cover.	
Banking	Inadequate procedures	L	Control identified in Financial Regulations, process via sign off by councillors, review by internal audit and internal controls	Review via Financial Regulations annually
Cash	Loss via theft or dishonesty	L	No business cash transactions. In unlikely event of cash Income, this will be receipted and banked in accordance with financial regulations. No petty cash held.	Existing procedures adequate Review via Financial Regulations annually
Financial controls and records	Inadequate checks	L	Reconciliation checked monthly by non-bank account signatory councillor and reported to Full Council. Two councillor signatories on online banking following payment authorisation by Full Council. Internal and external audit. All payments . Any s137 payments recorded separately in cash book.	Existing procedures adequate Review via Financial Regulations and internal controls annually
Salary	Incorrect payment or process	L	Use of HMRC Basic Tools in-house. Payroll records accompany payment for authorisation by Full Council and recorded in minutes.	Review processing by external provider
VAT	Reclaim not processed	L	Reported to Full Council.	To be standing agenda item for January meeting each year.
Annual Return	Not submitted in time	L	Council aware of timing process by 30 th June, Annual return completed and signed by the council, submitted to the internal auditor for section completion. Checked and sent on to the external auditor	Existing procedures adequate

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PROCEDURAL				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Freedom of Information	Non-compliance with Act	L	The Council has a publication scheme for Local Councils in place reviewed in March November 2024.	Monitor and report impact of requests made
		M	No requests for information in past four years (2020-2024)	
Data Protection	Non-compliance with Act	L	Registration made April 2015 Limited requests	Introduce documented procedure for dealing with requests. Monitor and report impact of requests made
		M	Introduce documented procedure Certificate of GDPR in place.	

LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activities and payments made within the powers of the parish council, resolved and clearly minuted.	Ongoing review
	Committees exceeding delegated authority	L	Planning Committee has clear terms of reference, minutes to Council for approval.	Annual review
Minutes, Agendas and standing documents	Accuracy and legality	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed off at the next meeting.	Review on regular basis
	Non Compliance with Statutory requirements		Minutes and agendas are displayed according to legal requirements.	Annual review

IM/C/documents/Awbridge Parish Council 2017/Policies and Procedures/Risk Management Schedule
 Adopted 30 March 2017. Review date February 2025

			Business conducted at the council is managed by the chairman with advice from a trained clerk Standing Orders & Financial Regulations based on NALC models	
Public liability	Risk to third party property or individuals	M	Insurance is in place, risk assessments of individual events to be undertaken	Consider written risk assessments
Employers Liability	Non Compliance with legal requirement	L	Insurance in place. Council subscribes to Employment & HR advice service from HALC	Maintain HALC Employment & HR Advice subscription.
Legal Liability	Legality of activities	L	Clerk has access to advice via HALC and NALC membership Membership of SLCC	Maintain membership of HALC
COUNCILLOR PROPRIETY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Code of Conduct	Non compliance	M	Councillors given copy upon election/co-option. Clerk willing to give informal advice.	
Members Interests	Conflict of interest Failure to register interests	M L	Agenda item on every meeting Councillors aware of duty and reminded regularly about requirements. Clerk willing to give informal advice.	Existing procedures adequate Annual review

ASSETS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Asset Register	Assets not recorded	L	An asset register is established and presented to Council annually for review. Insurance is held at the appropriate level for all items. Annual checks are made on condition of assets.	Record checks in a more thorough way Increase regularity of checks
Maintenance of assets	Poor maintenance leads to loss or injury	M	Improve maintenance schedule and recording Provide adequate budget	Allocate responsibility to named Member.
	Risk to third parties	L	Review insurance	Low risk due to nature of assets used by the public