

CAPEL PARISH COUNCIL

RISK MANAGEMENT POLICY AND RISK REGISTER

What is Risk Management?

Risk is a threat that an event or action will adversely affect the Council's ability to achieve its objectives, implement its strategies and provide its services. Risk management is the process by which risks are identified, evaluated, addressed and reviewed. The Council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.

The Council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk and including where necessary the introduction of internal controls and/or appropriate use of insurance cover.

Objectives

The objectives of the risk management policy are to:

- Integrate risk management into the culture of the Council
- Manage risk in accordance with best practice and legislative requirements
- Minimise loss, disruption, injury and damages
- Inform policy and operational decisions by identifying risk and their likely impact
- Raise awareness of the need for risk management.

These objectives will be achieved by:

- Identification of risk
- Undertaking risk assessments
- Managing the risk and recording actions
- Incorporating risk management considerations into Council processes
- Providing appropriate training
- Establishing clear roles, responsibilities and reporting lines
- Effective communication with, and active involvement of employees and other stakeholders

Risk Register

The risk register enables the parish Council to assess the risk that it faces and confirm that it has taken appropriate steps to manage those risks

The Council has broken the risks into 8 areas:

1. Finance
2. Contractors
3. Governance and Management
4. Workplace
5. Parish Hall and Office/Workplace
6. Beare Green Pavilion
7. Old Bowls Club Pavilion, Chapel
8. Playgrounds and Outdoor Gyms – Beare Green, Chapel and Coldharbour

The risks are identified, described and evaluated according to the potential consequence of the risk occurring (impact) and how likely this is (likelihood) i.e. high, medium or low risk (H, M or L). The response to risk may involve one or more of the following responses:

- **Tolerate the risk** – for the risks where the downside is containable with appropriate contingency plans or if the controls cannot be justified (e.g. because they would be disproportionate, and for unavailable risks, e.g. terrorism).
- **Address the risk** – by imposing controls so that the parish Council can continue to operate; or by setting up prevention techniques.
- **Transfer of risk** – by buying a service from a specialist external body or taking out insurance.
- **Terminate** the activity giving rise to the risk (or not start) which involve intolerable tasks of those where no response can bring the risk to a tolerable level.

The risks are identified, assessed and recorded on the following risk register and will be reviewed by the Council not less than annually.

| FINANCE | | | | |
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| Topic | Risk | L/M/H | Management/control of risk | Review/Assess/Revise |
| Precept | Request not submitted | L | Full Prish Council minute showing complete precept. Diary note. | |
| | Not paid by Borough Council | L | Checked and reported to full Council. Reserves held. Diary note. Paid by BACS. | |
| | Adequacy of precept | M | Review of income and expenditure against budget at every full Council and finance committee meeting. | |
| Grants from MVDC | Grant not received | L | RFO check and reported to full Council. | |
| Reserves – General | Inadequate to cover possible expenditure | L | Considered at budget setting and all other Finance Committee meetings. Opinion of RFO also considered. | |
| Reserves – earmarked | Inadequate to cover possible expenditure | L | Considered at Budget and at year end. Opinion of RFO sought. Diary note. | |
| Assets | Loss, damage, etc. | M | Quarterly inspections, insurance in force and sums insured checked annually. Asset register updated annually – internal audit. | |
| | Risk or damage to third party property or individuals | M | Adequacy of Public Liability Insurance reviewed annually. Diary note. | |
| Loss | Consequential loss due to critical damage or third-party activity | L | Adequacy of insurance cover reviewed annually. Diary note. | |
| Cash | Loss through theft or dishonesty | L | Adequacy of Zurich guarantee insurance reviewed annually. Financial regulations and internal audit procedures in operation. | |
| Maintenance | Wear and tear/damage to assets/amenities causing loss of income. | L | Regular inspections made by Councillors and Clerk and reported to Council. | |
| Borrowing | Adequacy of finances to be able to repay loans | L | Financial review and cashflow forecasting. | |
| Lending | Risk of non-payment of loan | L | Loan Policy to include view of Annual Account Request forecast for repayments. | |
| Legal Powers | Illegal activity or payment | L | Power to spend/General Power of Competence stated in minutes. | |
| Best Value | Overspend on services | M | Ensure correct tendering for services. Quotes obtained prior to precept if possible. | |

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| Salaries | Wrong salary paid | L | Payroll company engaged. Checked to minutes and budget. Verified by internal auditor and Chairman | |
| | Wrong rate of pay | L | Payroll company engaged. Checked to minutes and budget. Verified by internal auditor and Chairman | |
| | Wrong deductions PAYE | L | Payroll company engaged. Checked to PAYE calculations. Notified to Council, checked by internal auditor and Chairman | |
| | Wrong payment to HMRC Employers NIC | M | Payroll company engaged. Checked to PAYE calculations. Notified to Council, checked by internal auditor and Chairman | |
| | Information sent by email to and from payroll company is intercepted | M | Encrypt all emails containing personal information. | |
| | False employment | L | Checked to PAYE records. Checked by internal auditor and Chairman | |
| Direct Costs and overhead expenses | Goods not supplied to Parish Council. | L | Clerk confirms. Member verified. | |
| | Invoice incorrectly calculated | L | Arithmetic checked by Clerk; invoice examined by two Councillors | |
| | Cheque/payment payable is in excess of budget | M | Invoice/payment authorised by two Councillors. Council informed via monthly payment list submitted for approval. | |
| | Cheque/payment made to wrong party | L | Signatory checks by two Councillors | |
| Grants and support | No power to pay | M | Minute power/General Power of Competence. Council verifies. Grant Application form not completed. Approval not granted by Finance Committee. | |
| | No agreement of Council to pay | L | Agenda/Budget item. Full Parish Council agreement not received. Minuted and payment/cheque authorised by two Councillors. | |
| | No conditions agreed/unreasonable conditions | L | Payable on receipt of final invoice. RFO checks. | |

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| Election Costs | Estimate given by MVDC. Late submission of District Council invoice therefore cost not fully covered by budget. | H | RFO, Finance Committee and full Council checks/considers budget. Any discrepancy reported to full Council | |
| VAT irrecoverable | VAT element not recorded on cashbook | M | All items listed in cash book and VAT expenditure reported at every Council meeting. Submission of return agreed by Council – minutes, minimum of twice yearly. Verified by Internal Audit. | |
| | Exemption does not apply | L | RFO verifies. | |
| | Not claimed within time limits | M | Reported to full Council – minutes. Subject to internal audit and verified by Chairman. Diary notes. | |
| Financial Records | Inadequate records | L | Checked annually plus regular internal audit. | |
| | Failure to complete bank reconciliation | L | Checked regularly | |
| Minutes | Failure to be accurate and legal | L | Reviewed by Council/Committees at following meeting. | |
| Members Interests | Conflict of Interest | M | Declaration of interest updated at each Council meeting with reminder note printed on agenda. | |
| RFO/Councillors committing fraud | Parish Precept/public funds. Reputation of Parish Council | L | Zurich Insurance cover of £500,000. Financial Regulations and Internal audits in operation. | Amount of Zurich Insurance to be reviewed annually |
| Loss of money at bank | Parish Precept/public funds | L | Division of reserves between 4 bank accounts/NS&I spreads the risk to minimise financial loss. Financial Services Compensation Scheme covers up to £85,000 per authorised bank or building society. | |
| Money Laundering | Illegal activity run through the Parish Council | L | Income and payments are monitored for unusual or suspicious activity. The Council prefers not to accept any cash payments and will take reasonable steps to verify the identity of any individual or organisation making significant or unusual financial contributions. Any concerns are reported to the Clerk/RFO who will seek advice and if necessary, report suspicions to Action Fraud or the National Crime Agency. | |



| BEARE GREEN PAVILION | | | | |
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| Topic | Risk | L/M/H | Management/control of risk | Review/Assess/Revise |
| Access | Trip/slip when entering building | L | All entrances to be kept clear. Inspections carried out | |
| Flooring | Trip/slip on wet floor | L | Notices erected when floor wet. Showers to be cleaned immediately after use. | |
| Equipment | Electrical and plumbing failure | L | Repairs carried out as soon as reported. Any problems rectified or pavilion closed if this is not possible. | |
| Fire and Accident | Fire and Accident | L | First aid box to be accessible and checked regularly. First aid book to be accessible. Fire extinguisher to be inspected regularly. | |
| Claim on Council following accident to member of the public | Potential for claim against Council and possible prosecution | L | Insurance cover in operation. Health and Safety Risk Assessment reviewed. | |
| Structure of Building | Falling debris on public | L | Annual inspection carried out by Councillor or parish contractor. | |

| BOWLS CLUB PAVILION, CAPEL Storage facility | | | | |
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| Topic | Risk | L/M/H | Management/control of risk | Review/Assess/Revise |
| Access | Trip/slip when entering building | L | All entrances to be kept clear. Inspections carried out | |
| Equipment | Electrical failure | L | Repairs carried out as soon as possible. Any problems rectified or pavilion closed if this is not possible. | |
| Claim on Council following accident to member of the public | Potential for claim against Council and possible prosecution | L | Insurance cover in operation. Health and Safety risk assessment reviewed. | |
| Structure of Building | Falling debris on public | L | Annual inspection carried out by Councillor or parish contractor. | |



**PLAYGROUNDS, BEARE GREEN, CAPEL AND COLDHARBOUR
OUTDOOR GYM, BEARE GREEN AND CAPEL**

| Topic | Risk | L/M/H | Management/control of risk | Review/Assess/Revise |
|--|--|--------------|---|-----------------------------|
| Access | Capel playground | L | Ensure entrance gate is properly working and meets RoSPA regulations. Ensure safety surface is fit for purpose. Inspections carried out | |
| | Beare Green playground | L | Area not gated. Equipment installed on grass not safety surface. | |
| | Coldharbour playground | L | Area not gated. Equipment installed on bark chippings. Chippings replaced regularly to regulation depth. | |
| Equipment – all areas | Faults to equipment | L | Repairs carried out as soon as possible. Any problems rectified or identified equipment condoned off. | |
| | Damage to equipment | L | Insurance cover in operation. Police report or damage report. Health and Safety risk assessment reviewed. | |
| | Insufficient insurance | L | Maintain up-to-date register of assets. | |
| Outdoor Gym Equipment | Damage or faults to equipment | L | Repairs carried out as soon as possible. Any problems rectified or identified equipment condoned off. Inspections carried out | |
| | Insufficient insurance | L | Maintain up-to-date register of assets. | |
| Claim on Council following accident to member of the public | Damage to equipment/property or person | L | Insurance cover in operation. Police report or damage report. Health and Safety risk assessment reviewed. | |

PARISH HALL AND OFFICE, CAPEL

| Topic | Risk | L/M/H | Management/control of risk | Review/Assess/Revise |
|--|--|--------------|---|-----------------------------|
| Access | Trip/slip when entering building | L | All entrances to be kept clear. Inspections carried out Disabled access available by slope. Grit salt placed on entrance slope in bad weather. Annual inspection carried out by Councillor or parish contractor. Hall users to be aware of those less able and encourage persons to use handrail when entering the hall. | |
| | Handrail becoming loose – causing someone to fall | L | Handrail to be inspected regularly to ensure it is secure. | |
| Flooring | Trip/slip on wet floor | L | Notices erected when floor is wet after cleaning. Bathroom to be inspected and cleaned regularly. Ensure hand dryer is working correctly. Adequate supply of toilet tissue and soap always available. | |
| Equipment | Electrical and plumbing failure | L | Repairs carried out as soon as possible. Any problems rectified or hall closed if this is not possible. | |
| | Tressel tables and chairs | L | Hall users use this equipment at their own risk. Instructions for securing table legs found on the bottom of the equipment. | |
| Fire Equipment and Accident | Fire and Accident | L | First aid box to be accessible and checked regularly. First aid book to be easily accessible. Fire alarms to be tested at regular intervals. Fire blanket and fire extinguisher to be checked regularly. | |
| Claim on Council following accident to member of the public | Potential for claim against Council and possible prosecution | L | Insurance cover in operation. Health and Safety risk assessment reviewed. | |
| Structure of Building | Falling debris on public | L | Annual inspection carried out by Councillor or parish contractor. | |
| Car Park | Trip/Slip | L | Area examined regularly. Any problems rectified or car park closed if this is not possible. | |

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| | | | <p>Annual inspection carried out by Councillor or parish contractor.</p> <p>Grit salt to be available for use in the car park during adverse weather conditions.</p> <p>On these occasions, car park users to be made aware that extra care must be taken.</p> | |
| Leaving Car Park | Traffic accidents | L | <p>All hall hirers and car park users advised to take care when leaving the car park, turning into Mortimer Road and then onto The Street.</p> <p>Motion activated lights installed above the hall entrance.</p> <p>Limited street lighting at night.</p> | |
| Medical Emergency | Severe illness | M | <p>Call ambulance immediately. First aid kit in kitchen.</p> <p>Defibrillator located on the outside wall of the hall.</p> | |
| | Public Access Defibrillator | L | <p>Regular inspection carried out to ensure heated box and light to ensure defibrillator is in full working order and available for use by the public.</p> <p>Monthly inspection carried out.</p> | |
| Drinking water fountain | Failure of equipment | L | <p>Drinking water fountain located on the outside wall of the hall.</p> <p>Service agreement in place to ensure equipment is fit for purpose.</p> | |
| Theft | Risk of theft of belonging and security of hall. | L | <p>All hall users encouraged to keep belongings close.</p> <p>Door to hall to be kept locked when not in use.</p> <p>Office to be kept locked when not in use.</p> <p>Staff valuables locked in the office.</p> | |
| Workstation | Repetitive strain injury Eye damage/VDU Screen | L | <p>Computer screen free from defect. Keyboard adequate.</p> <p>Good lighting. No glare. Adjustable chair and footrest.</p> <p>Eye test every two years.</p> | |
| Accident occurring in office | Injury to Clerk/Assistant Clerk Public Councillors | L | <p>Flooring inspected regularly for defects.</p> <p>Filing cabinets closed when not in use.</p> <p>First Aid equipment and insurance cover provided.</p> | |

GOVERNANCE AND MANAGEMENT

| Topic | Risk | L/M/H | Management/control of risk | Review/Assess/Revise |
|---|--|--------------|---|-----------------------------|
| Lack of forward planning and budgetary controls | Lack of direction and prioritisation, insufficient funds to cover spend | L | Budget in operation and regularly reviewed. | |
| Poor reporting to Council | Poor quality decision making. Council becomes ill informed. | L | Timely and accurate financial reporting. Clear instructions to staff. Matter raised at meeting. | |
| Failure to keep proper financial records in accordance with statutory requirements. | Inadequate financial control | L | Proper arrangements for the notification of income and approval of expenditure. Review of internal controls in place and their documentations. Internal auditor. | |
| Failure to respond to electors' wish to right of inspection. | Loss of confidence. Loss of reputation | L | Operational protocols set by Government and external auditor. | |
| Poor document control | Information not passed in a timely manner. Deadlines missed. Lack of achievement | L | Clear job descriptions, training and review. | |
| Failure to ensure that the Council complies with law in particular: <ul style="list-style-type: none"> • Health and Safety • Equal Opportunities • Data Protection • Human Rights • Disability Discrimination • Employment Law • Racial Discrimination | Fines and penalties from regulation bodies Loss of reputation | L | Clear policies and procedures Regular review of law Training | |

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| Failure to ensure all business activities are within legal power. | Illegal expenditure | L | Recording in the minutes the precise power/Power of Competence under which expenditure is being approved. | |
| Lack of maintenance of Council owned land or property | High cost of repair- Injury to third party leading to insurance claim | L | Regular routine inspections. Insurance cover. | |
| | Damage to property | L | Maintenance when required. Insurance cover. | |
| | Trees or branches falling | L | Trees on Parish owned land examined regularly as per Tree Survey. Identified risks prioritised and acted upon accordingly. Any problems rectified or if this is not possible the area cordoned off. | |