



WALBERTON PARISH COUNCIL

RISK MANAGEMENT SCHEME

Adopted 19 September 2017

Introduction

The management of risk is an important part of the Council's work; making sure that the people who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the council hold. Risk assessment happens all the time, but once a year, the council brings the information together and collates it in a single document.

Aim

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Walberton Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Application

This policy will come into force when adopted by resolution at a Full Council meeting and will be reviewed biennially.

The Walberton Parish Risk Assessment is summarised here:

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information, the Council	Existing procedure adequate.

			maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested by Walberton Parish Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate Review the Financial regulations when necessary
Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements Monthly reconciliation	Existing procedure adequate Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Grants	Receipt of grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required
Charges-rents receivable	Payment of rents	L	The Parish Council does not collect rents.	Existing procedure adequate
Grants and support payable	Power to pay Council authorisation to pay	L	All such expenditure goes through the required Council process of approval, thus is minuted and listed accordingly if a payment is made using Sec 137 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate. Include when reviewing Financial regulations.
Salaries and assoc. costs	Clerk's salary paid incorrectly. Unpaid Tax to Inland Revenue.	L	Clerk's salary and income tax is paid through Arun District Council by direct debit.	Existing procedure adequate.
Employees	Fraud by staff Health and safety	L	Requirements of the Insurance adhered to with regards to fraud. All employees to be provided with adequate direction and safety equipment needed to undertake their roles	Existing procedures adequate. Monitor health and safety requirements and insurance annually.

		L		
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted online with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council may be authorised at committee meetings when at least Chairman or Vice Chair of the Council and one member of the Finance & Legal are present.	Existing procedures adequate
Minutes, agendas, notices & statutory documents	Accuracy and legality	L	Minutes and agendas are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next equivalent meeting. Agenda displayed according to legal requirements.	Existing procedures adequate.
	Business conduct	L	Business conducted at Council meetings should be managed by the Chair.	Members adhere to Code of Conduct
Members interests	Conflict of interests	L	Declarations of interest by members at Council meetings.	Existing procedures adequate.
	Register of members interests	M	Register of Members Interests forms reviewed regularly.	Members take responsibility to update register.
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate.
	Cost	L		
	Compliance	L		Insurance reviewed annually.
	Fidelity Guarantee	M		
Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency	Ensure annual renewal of registration
Freedom of Information	Policy	L	The Council has a Model Publication Scheme in place. To date there has been no requests under FOI.	Monitor any requests made under FOI
	Provision	M		

			The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours	
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party (i.e.) property	L L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets of the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
Notice Board	Risk of damage	L	The Parish Council currently has three noticeboards. Regular inspections take place. Any damage or faults are dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L M	Parish Council meetings are held in the Pavilion, which is considered to have appropriate facilities for the Clerk, members and the general public. If, for any reason, a meeting is to be held 'online' then the procedure will comply as set out in the government's guidelines prevailing at the time.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L M L	Paper records are stored in a filing cabinet in the clerk's office or outside store which are kept locked when not in use.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Council's laptop computer. Back-ups of electronic data is made at regular intervals	Existing procedures considered adequate

Risk	Level	Control
Protection of physical assets	M	The pavilion and other assets are insured, with the value adjusted annually.
Security of buildings, equipment, etc.	H	The Pavilion and clerk's office are kept locked when not in use. Regular inspections are made.
Maintenance of buildings, etc	M	Buildings currently maintained when necessary following inspections.
Banking	M	Bank accounts are held with National Banks
Risk of consequential loss of income	L	Insurance cover.

Loss of cash through theft or dishonesty	L	Receipts issued and tight financial auditing with external annual auditors. Financial transactions are made by online banking or by cheque.
Financial controls and records	M	Monthly reconciliation prepared by Clerk, who reports to the Finance & Legal Committee. Two signatories on payments
Compliance with HMRC rules	M	VAT refund claims regularly made by the Clerk.
Sound budgeting to underlie annual precept	M	Full Council receive detailed budgets in late autumn. Precept is derived directly from this. Expenditure against budget reported to every Finance Committee and Full Council
Complying with borrowing regulations	L	NALC Borrowing Checklist policy. WPC currently has one borrowing (Play area).
Risks to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Any reported injury is investigated and reviewed.
Legal liability as a consequence of asset ownership.	H	Insurance in place.
Compliance with employment law	M	Membership of SLCC, SALC, NALC and Green Book.
Safety of Staff and Visitors	H	Regular H&S risk assessment checks.
Ensuring activities are within legal powers	M	Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary. Clerk attend periodic training updates and receives SALC.
Proper and timely reporting via the minutes	M	Council meets bi-monthly and receives or approves minutes of meetings held in interim. Minutes are publicly available on the Council's website.
Proper document control	L	Leases and other legal documents are held in secure storage or lodged with the ERO and duplicates held offsite.
Registers of interests and gifts and hospitality	L	Register of Interests completed and available to view on Parish Council website.
Loans made to outside bodies	M	Parish Council's Policy applies - approved by full council. WPC currently no loans made to outside bodies.

Review history	Date
Draft policy presented to Full Council	19 September 2017
Adopted by Full Council	19 September 2017
Date of review	19 September 2018
Date of last review	8 November 2022
Date of next review	8 November 2024
<p>May 2025 Review process amended – Policy sent to Data Projection Officer and reviewed. This review will be carried out on an annual basis by both the Data Protection Officer and the Parish Council. The Parish Council will review this policy through Finance and Legal Committee – reference minute 15. FC/296/25</p>	

