



## RISK MANAGEMENT POLICY

Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus is to identify what can go wrong and take steps to avoid this or manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.

Risk management is not just about financial management; it is about protecting the achievement of objectives set by the authority to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation and can impact on the ability to achieve desired outcomes. The authority generally and members individually are responsible for risk management.

Risk management is an ongoing activity that comprises four elements:

- identifying risks
- assessing risks
- addressing risks
- reviewing

### IDENTIFYING RISKS

In order to manage risk, an authority needs to know what risks it faces. Identifying risks is therefore the first step in the risk management process. Stoke Gifford Parish Council has identified the following key risks to successfully achieving its priorities and service objectives.

- Assets
- Finance
- Liability
- Administration
- Employer Liability
- Legal Liability
- Councillors Propriety

### ASSESSING RISKS

The key risks identified above have been assessed for the potential consequences of a risk occurring (impact) and consider how likely this is (likelihood). The assessment of potential impact and likelihood are then used to arrive at a risk assessment for each risk of high, medium or low. The risk assessment enables the Parish Council to decide which risks it should pay most attention to when considering what measures to take to manage them.

|                   |                      |                   |                 |               |
|-------------------|----------------------|-------------------|-----------------|---------------|
| <b>Likelihood</b> | <i>Highly Likely</i> | Medium            | High            | High          |
|                   | <i>Possible</i>      | Low               | Medium          | High          |
|                   | <i>Unlikely</i>      | Low               | Low             | Medium        |
|                   |                      | <i>Negligible</i> | <i>Moderate</i> | <i>Severe</i> |
|                   |                      | <b>Impact</b>     |                 |               |



## ADDRESSING RISKS/RISK REGISTER

| <b>AREA: ASSETS</b>                  |              |   |
|--------------------------------------|--------------|---|
| <b>RISK</b>                          | <b>LEVEL</b> | <b>CONTROLS</b>   |
| Protection of physical assets        | M            | Buildings, and property insured. Value increased annually by RPI. Reviewed annually along with inspection of assets   |
| Security of buildings, equipment etc | M            | Fire & Intruder Alarm, shutters, grills and CCTV cameras installed on all sites. Regular risk assessment checks of all sites.   |
| Maintenance of buildings etc         | M            | External company contracted to maintain all buildings. Planned programme of electrical, water and safety equipment in place. Equipment inspected fortnightly (monthly during winter months). Maintenance issues brought to attention of the Council each month. |
| Inadequate cover of insurance        | L            | Annual review of insurance cover, and asset values  |

| <b>AREA: ADMINISTRATION</b>                                 |              |  |
|---|--------------|--|
| <b>RISK</b>   | <b>LEVEL</b> | <b>CONTROLS</b>  |
| Staff - Compliance with Employment Law                      | M            | Employer Liability insurance in place  |
| Incomplete register of interests.                           | M            | Regular reminder to members  |
| Failure to declare interests                                | M            | Regular reminder to members  |
| Breach of confidentiality                                   | M            | Regular reminder to members/staff  |
| Improper and untimely reporting of meetings via the minutes | M            | Council to meet monthly to receive and approve minutes of meetings.<br>Minutes to be displayed on parish website or collected on request from Parish Office.   |
| Breach of Data Protection Regulations                       | M            | Privacy Notices to be published on website.<br>Data audit.<br>Relevant consents are obtained.<br>Policies and procedures in place to respond to and individual exercising their statutory rights.<br>Policy for responding to and managing a personal data breach. |

| <b>AREA: LIABILITY</b>  |              |   |
|---|--------------|---|
| <b>RISK</b>   | <b>LEVEL</b> | <b>CONTROLS</b>   |
| Risk to third party, property, or individuals                             | M            | Insurance in place. Open spaces checked regularly. Risk assessments for individual duties/ events carried out as necessary.   |
| Legal liability as consequence of asset ownership (especially play areas) | M            | Insurance in place. Regular checks of play areas and written records kept. Yearly checks by external company of all play areas. Risk assessments in place for all play areas plus signage on all sites. |



| AREA: FINANCIAL   |       |  |
|---|-------|--|
| RISK  | LEVEL | CONTROLS   |
| Banking Security/Access to Finances   | L     | Covered by SGPC Financial Risk Assessment Schedule with separation of duties.  |
| Bank errors and/or inadequate checks leading to financial irregularities.   | L     | Quarterly bank reconciliation prepared by the clerk.<br>Bank statements checked monthly by the clerk.  |
| Risk of consequential loss of income  | M     | Insurance cover, including Business Interruption cover.<br>Ensure adequate reserves.   |
| Tenders-best value not achieved   | L     | Financial regulations detail procedures to be followed   |
| Loss of cash through theft or dishonesty                                    | M     | No cash is held  |
| Loss of data through system error or theft.                                 | L     | Back-up on completion of all entries.  |
| Financial controls and records  | L     | Covered by SGPC Financial Risk Assessment Schedule plus Internal & External Audits presented to Council.   |
| Goods not supplied but invoiced.<br>Invoices incorrect.<br>Invoices unpaid. | L     | All invoices recorded and filed on receipt.<br>Invoices checked for accuracy and for receipt of goods and services.<br>Two signatories on cheques and initialling of cheque stubs.<br>List of cheques presented to full Council monthly.   |
| Incorrect payments to staff (rates, NI, tax)                                | L     | Payroll is administered by the clerk using HMRC PAYE Basic Tools.<br>Internal audit.   |
| Payments not made to HMRC   | L     | HMRC payments are calculated using HMRC PAYE Basic Tools and approved by members at full Council.<br>Invoices checked. Internal audit.   |
| Pension contributions not made to xxx                                       | L     | South Gloucestershire Council initial payment reimbursed from Council. Invoices checked. Internal audit.   |
| Sound budgeting to underlie annual precept                                  | M     | Finance Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Finance committee and Full Council regularly throughout the year.<br>Expenditure against budget considered bi-annually by the Council. |
| Complying with borrowing restrictions                                       | L     | No new borrowing likely at present.  |



| <b>AREA: EMPLOYER LIABILITY</b>         |              |  |
|---|--------------|--|
| <b>RISK</b>                             | <b>LEVEL</b> | <b>CONTROLS</b>  |
| Comply with Employment Law              | M            | Membership of various national and regional bodies including NALC & ALCA. Clerk is member of SLCC. Contract with Unitary Authority HR department to provide employment and staffing advice as necessary. |
| Comply with Inland Revenue requirements | M            | Regular advice from HMRC and Sage. Internal and external auditor carry out annual checks.  |
| Safety of Staff and visitors            | M            | Fire & Intruder Alarm and CCTV cameras installed on all sites. Regular risk assessment checks of all sites. Caretaker on duty supervising sites especially during non-block bookers hire periods.        |

| <b>AREA: LEGAL LIABILITY</b>  |              |  |
|---|--------------|--|
| <b>RISK</b>   | <b>LEVEL</b> | <b>CONTROLS</b>  |
| Ensuring activities are within legal powers   | M            | Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. General Power of Competence in place.  |
| Ensuring activities in respect of General Data Protection Regulations are compliant | M            | Council has introduced Privacy Notices (General, Staff, Councillors & Role Holders, E-mail Contact and Hirers). Legal advice to be sought where necessary. Register of Personal Data Processed completed. Information Governance Health Check carried out. |
| Proper and timely reporting via the Minutes   | L            | Council and committees meet on a regular basis and always receives and approves Minutes of any meetings held in interim. Council and committee Minutes made available to press and public at the Parish Council office and via the web site.               |
| Proper document control   | L            | Land and buildings registered at Land Registry. Leases of all buildings kept in the office. Document Management & Archive policy in place.   |

| <b>AREA: COUNCILLORS PROPRIETY</b>                        |              |   |
|---|--------------|---|
| <b>RISK</b>   | <b>LEVEL</b> | <b>CONTROLS</b>   |
| Registers of Interests and gifts and hospitality in place | M            | Register of Interest completed and updated by all councillors. Gifts and hospitality (over the value of £100) declared by councillors and records kept. |

### REVIEWING AND REPORTING RISKS

The key risks identified and assessed above will form the Risk Register for the Parish Council. Members will review the risk register annually, or more frequently if situations change.

*Reviewed by the Parish Council: May 2022*