

## **Puttenham Parish Council Risk Assessment and Management**

It is the responsibility of the members of the Parish Council to identify risks to which the Council is exposed, to review those risks and to establish systems to mitigate those risks. Major risks, if they occur, would have a severe impact on operational performance, the finances of the Council and on the reputation and trust placed in the Council by the public.

### **The risk assessment process for the Council can be summarised as follows:**

- To identify risks
- To evaluate the risks in terms of the potential impact and the likelihood of their occurrence
- To identify policies and systems to manage the risks
- To identify any actions needed to either introduce these systems or strengthen them if already being practised
- To state the person or councillor/s responsible for each action

The Parish Council accepts risk assessment as an ongoing process but will review the total process regularly (as a minimum annually). Key risks are identified and updated and checks are made that the appropriate measures are in situ to avoid, reduce or control the risk.

### **Areas of potential risk:**

- Financial risks
- Service/operational risks
- Organisational risks
- External factors and risks

## FINANCIAL RISKS

Risk	Risk Level Impact - Likelihood	System of Management	Person/s Responsible	Action Required
Unrealistic budgets	L L	Council receives quotations/ tenders from contractors as required. Precept decided in January when expenses are carefully assessed and requirements are agreed.	Clerk and Councillors	Council considers actual spend for the current year and likely increases for the next year at its November meeting.
Expenditure rising above budget	L L	Quarterly review at Council meetings when expenditure against budget reported .	Clerk and Councillors	Quarterly agenda item to review spend against budget. Utility meters to be read and submitted monthly.
Errors in banking	L L	Regular reconciliation of bank statements by Clerk reported to Council quarterly at scheduled Council meetings	Clerk	Chairman to initial each bank reconciliation
Unauthorised expenditure	M L	All expenditure authorised at Council meetings by Councillors before payment. ONLY exception is a Chairman's decision if needed for speed or other reasonable reasons	Clerk , Chairman, Councillors	
Financial controls and records	M L	Internet payments must be authorised by 2 persons being Clerk and a Councillor. Cheques must be signed by two authorised signatories and counterfoils signed appropriately. All invoices reviewed and signed by Chairman or deputy before payment.	Councillors & Clerk	Consider internal and external audit reports in May and September each year
Over expenditure on projects	L L	Councillor/s identified to manage project with Clerk before start of project and this responsibility minuted.	Clerk and Councillor/s	
Cash Flow problems	L L	Regular monitoring by Clerk and review of cash flow by Councillors quarterly at Council meetings	Clerk and Councillors	
Loss of funds due to fraud	M	Subject to internal controls as outlined	Clerk and	Fidelity insurance up to £10k for

	L	above	Councillors	councillors and clerk
Recovery of VAT	L L	Clerk to submit repayment claims when outstanding VAT exceeds £100	Clerk and Councillors	Review as necessary
Review of investments to mitigate loss in value	M L	Review annually	Clerk and Chairman	Review when setting precept - January

### SERVICE / OPERATIONAL RISKS

Risk	Risk Level Impact/ Likelihood	System of Management	Person/s responsible	Action required
Personal injury to member of the public, Councillor, Clerk, or contractor	M M	Third party liability insurance in place to a value of £10m. Conditions of insurance to be checked annually before renewal.	Clerk and Councillors	Councillors to review insurance policies annually with advice from Clerk. To be included as an agenda item at relevant time
Poor performance by our contractors	L L	Regular monitoring of any significant contract	Clerk and Councillors	
Protection of physical assets	M L	Assets insured and insurance reviewed annually	Clerk and Councillors	Include in agenda at relevant time
Liability of owning and managing the land	H M	Insurance in place. Regular maintenance of the area with tight specifications agreed with contractor. Regular monitoring of contractor work and area There is a separate risk assessment covering the Ponds	Clerk , Councillors	Cllr Creer carries out monthly inspection of playground equipment. Cllr Mitchell carries out monthly inspection of ponds, benches and trees. Playfix carry out annual inspection of playground equipment.

General -All property managed by Parish Council	L L	List is reviewed at least annually for completeness and for appropriate inclusion on the insurance schedule. Inspect assets for damage and maintenance		See Asset Register for details, responsibilities and inspection frequency
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## ORGANISATIONAL RISKS

Risks	Risk Level Impact - Likelihood	System of Management	Persons Responsible	Action Required
Councillors and Clerk propriety and observance of governance issues	M L	Annual register by Councillors of interests. Agenda item at all meetings for Councillors to state any interest in items on the agenda. Full minuting of those interests and any interests stated by members during the meeting. Members with prejudicial interests withdraw from the meeting when that agenda item is reached.	Clerk and each councillor individually	All councillors to review each other's interests annually or when there is a change
Failure to comply with external standards and local government law. Introduction of new statutory controls and new government regulations	L L	Training of and attendance at meetings by the Clerk and Councillors. This includes briefings by Guildford BC, SALC and the Society of Local Council Clerks. Full adherence to the 'white' book (Charles Arnold Baker). Regular advice from Clerk and compliance with his/her instructions	Clerk and Councillors	Clerk advises council on perceived gaps in knowledge and training and of training courses.
Inadequate record document control	M L	Proper and timely reporting via the Minutes. Every meeting minuted and Councillors receive minutes without undue delay. Minutes approved by	Clerk & Chairman	Clerk/Chairman to produce Minutes within 3 weeks of the meeting

		Council at the next meeting.		
Physical safety of records and legal documents	M L	Records kept in secure locked premises – at present Clerk’s home	Clerk	Clerk and Chairman to ensure dormant records are deposited with the Surrey History Centre
Failure to comply with Data Protection Act.	L L	Registration under the DPA. Adherence to local government rules about data protection and access to information	Clerk	Council registers under the
Record system, failure of computer	L L	All emails etc are in cloud via OneDrive.	Clerk	Chairman is advised where passwords are held by the Clerk in case of emergency
Ensuring activities are within legal powers of the Council	L L	Clerk clarifies legal position on any new proposal and, if in, doubt seeking advice from the Society of Local Council Clerks, SALC or Guildford BC if needed	Clerk	
Loss of Clerk	L L	Clerk has notice period in contract of employment	Clerk	Council has ability to hire temp clerk or help from adjoining parish