Thorpe Morieux Parish Council

RISK MANAGEMENT POLICY & RISK REGISTER

What is Risk Management?

Risk is the threat that an event or action will adversely affect the council's ability to achieve its objectives and to successfully implement its strategies and services. Risk management is the process by which risks are identified, assessed, and controlled. It is a key element of the council's governance framework. This policy has been produced to enable the Parish Council to assess the risks that it faces and to satisfy itself that it has adequate arrangements in place to minimise them. The Council recognises that some risks can never be fully eliminated, however, it has put in place a strategy that provides a structured and systematic approach to minimising risks that may affect the council.

Risk assessment is a systematic examination of the parish council's services & activities, assets, workforce, and eternal environmental factors that enables the council to identify all potential risks inherent in the place or practices. Based on a recorded assessment the council should then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This risk register exists to enable the Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the hazard or activity to be reviewed.
- Identify what risks may exist or arise.
- Evaluate and describe the management and control of the risks and record findings.
- Review, assess and revise if required.

The council has broken down the risks it faces into three categories – Financial, Operational Management and Physical Equipment or Assets. Each of these categories is considered in detail over the following pages. The risks are identified and described together with an evaluation of their significance to the organisation (High, Medium, or Low) and arrangements are described for how the council proposes to manage or control the risk to what it considers to be a satisfactory level.

Reviewed and adopted by The Council: July 2024

Last reviewed: 3rd July 2025

Next review date: July 2026

FINANCIAL				
Topic	**Risk**	**H/M/L**	**Management/control of risk**	**Review/Assess/Revise**
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance,	L	Loss of Clerk or Loss of Council papers / electronic records A business continuity plan holding simple key information is in place and is held by the Clerk, Chairman and Vice Chairman.	Appropriate back-up arrangements in place. Review plan when necessary.
Precept	Adequacy of precept Requirements not submitted to District Council Amount not received by District Council	L L L	The Council regularly receives budget update information through the year to check the adequacy of the precept which is fixed by full Council. At the Precept meeting the Council receives a budget update report, including actual and projected year-end indicative figures provided by the Clerk. Once the Council has formally agreed the level of precept required the clerk requests this amount from the District Council. The Clerk informs Council when precept income is received.	Existing procedures adequate.
Financial Records	Inadequate records Financial irregularities	**L** **L**	The Council has adopted Financial Regulations which set out the requirements for reporting financial information to the council. This includes procedures that are designed to prevent fraud and irregularities.	Existing procedure adequate. Review the Financial Regulations yearly.
Cash	Loss through theft or dishonesty	**L**	The Council has Financial Regulations which set out the requirements for the handling of cash. No petty cash or cash float is held by any staff.	Existing procedure adequate. Review the Financial Regulations yearly.
Reporting and Auditing	Provision of monitoring information. Compliance	L M	Clerks Finance Report is produced for every meeting and reported for approval to the Council. The statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank statements. Council should regularly audit internally to check procedures and comply with the Fidelity Guarantee.	Existing reporting procedures are adequate. Council annually appoints an Internal Auditor.
Direct costs	Goods billed but not	L	The Council has Financial Regulations which set	Existing procedure

Orders and invoices Debts	supplied. Incorrect invoicing Loss of stock Unpaid invoices	 L L L	out the underlying requirements. The Council is provided with details of payments and receipts for the preceding month at every council meeting for consideration and approval. The Council carries minimal stocks, which are checked and monitored regularly by the Clerk. Unpaid invoices are pursued by the Clerk and action taken paid invoices are pursued by the Clerk and action taken via small claims court if necessary.	adequate. Review the Financial Regulations yearly.
Grants payable	Is there a power to pay? Is authorisation properly recorded?	L	All such expenditure is considered by Council for approval and minuted accordingly. If payment is made using the S137 power, this is recorded specifically.	Existing procedure is adequate. Parish Councillors record S137 payments when required.
Grants - receivable	Receipts of Grant	L	The Parish Council does not routinely receive any regular grants. One off grants would be dealt with within the specifically defined terms and conditions and would be itemised explicitly in the accounts presented to the Council.	Receipt of one-off grants would be recorded through the council meeting minutes and financial management systems for approval.
OPERATIONAL MANAGEMENT				
Topic	**Risk**	**H/M/L**	**Management/control of risk**	**Review/Assess/Revise**
Value for Money Accountability	Work awarded incorrectly. Overspend on services	L M	Financial Regulations specify the procedures for procuring goods and services. If problems are encountered with a contract or a service, the Clerk would investigate, check the relevant circumstances and report to Council.	Existing procedures, contained within Financial Regulations, are adequate.
Salaries and associated costs	Salary paid incorrectly Wrong deductions of NI or Tax. Unpaid Tax & NI contributions to the Inland Revenue	L L	The Parish Council authorises the appointment level of remuneration of all employees. Rates of pay are linked to national terms and conditions. SALC is used for all payroll services. Member of staff has a job description and contract of employment.	Existing procedure is adequate.
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff	L L L	The Councillors will convene emergency meetings to agree interim arrangements if key personnel are absent without notice. The council carries Fidelity Guarantee insurance regarding fraud or staff actions. The Clerk is provided with access to relevant training, reference books and legal advice required to undertake the role. Operational staff are	Existing procedure adequate. Monitor working conditions, safety requirements and Insurance regularly. Existing procedures adequate.

	Health & Safety	L	provided with adequate direction and safety equipment needed to undertake their roles, i.e. protective clothing and training.	
Election costs	Financial risk to the council of an election.	L	Risk is higher in an election year. Adequate financial reserves are held to cater for an election if this becomes necessary.	Existing procedure is adequate.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the required processes and the Clerk has received training to accomplish this.	Existing procedure is adequate.
Annual Audit Return	Submit within time limits	L	The Council declares itself exempt from External Audit via the annual AGAR.	Existing procedure is adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Council meeting.	All powers appropriately considered and minuted.
Minutes/Agendas/Notice s Statutory Documents	Accuracy and legality Business conduct	L L	Minutes and agendas are produced in the prescribed form by the Clerk and adhere to legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are accessible to the public in compliance with the legal requirements. Business conducted at Council meetings is managed lawfully by the Chair in accordance with Standing Orders	Existing procedure adequate. Guidance/training is available to the Chair, Cllrs and Clerk. Members to adhere to Code of Conduct.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken (at time of policy renewal) of all insurance arrangements. Employers and Employee liability insurance is a necessity. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Data protection and GDPR	Policy	L	The Council is registered with the Information Commissioner (ICO) and has a data protection policy.	Ensure annual review of registration.
Freedom of Information Act	Policy	L	L M The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts of requests made under the F of I Act.

PHYSICAL EQUIPMENT OR AREAS				
Topic	**Risk**	**H/M/L**	**Management/control of risk**	**Review/Assess/Revise**
Assets	Loss or Damage Risk/damage to third parties/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance purposes.	Existing procedure adequate.
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	L L L	All assets owned by the Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the procedures agreed by the Council. Where necessary annual maintenance plans are put in place. All assets are insured and reviewed annually. The asset register is reviewed through the annual audit process. All public amenity land is inspected regularly by parish cllrs.	Existing procedure adequate. Ensure timely inspections carried out.
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for a number of items around the village. All locations have insurance cover and are inspected regularly by members of The Council who commission any essential repairs/maintenance.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L M	The Parish Council Meetings are held at the village hall. Premises and facilities are adequate for those who attend from both a Health and Safety and comfort perspective.	Existing location adequate.
Council records – paper	Loss through: — theft — fire — damage	M	The Parish Council's current records are stored safely (fireproof filling cabinet) at the clerk's home address.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	M	The Parish Council's electronic records are password controlled and stored on the Clerks laptop. Back-ups of the files are taken weekly onto a memory stick and files are back-up to 'Dropbox'. Annual computer maintenance is carried out.	Computer records are backed up regularly.