Roydon Parish Council

Risk Management

Scheme

Adopted at the meeting held on 3 March 2020
To be reviewed yearly
Reviewed February 2026
Next review due February 2027

Definition of Risk Management. In all types of undertaking risks prevail. Risk is the threat that an event or action will adversely affect an organisations ability to achieve its objectives or successfully execute its strategies. Risk Management is the process by which risks are identified, evaluated and controlled and is a key element of the framework of governance.

This document enables the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the key risks facing the council
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Regularly reviews, assesses and revises procedures if/when required.

Topic	Risk Identified	H/M/L	Management	Review/Assess/Revised
Finance and Management				
Business Continuity	Catastrophic Event	L	Chair to recover all council records from Clerk. Locum Clerk to be recruited for long-term absence or interim if recruiting.	Existing procedures acceptable.
Clerk/RFO	Resignation Fraud Incompetence	M L L	Two months' notice required as noted in Clerk's contract allowing recruitment and handover time. Checking procedures in place to mitigate this risk. Training budget in place, attendance at NALC and other events to ensure Clerk is kept up-to- date. Current reference books available.	Adequate. Adequate procedures in place. Adequate.
Precept	Adequacy of precept Payment of Precept	M L	Careful budget setting in consultation with council members. Budget monitoring throughout the year. Clerk to ensure precept request made on time and receipt acknowledged.	Existing procedures acceptable. Clerk to report and minute action.
Insurances	Adequacy, cost, compliance, fidelity guarantee.	L	Annual review of policy before renewal, including Employers Liability, Public Liability and Fidelity Guarantee in place. In conjunction with updated Asset Register.	Clerk to review annually with at least 2 quotes to ensure competitiveness.
Financial Records & Control	Inadequate checks and financial irregularities	L	Quarterly checks on cash book carried out. Bank statements checked against monthly reconciliation and signed by Chair. Independently audited (Internal & External) at year end.	Adequate procedures in place.

Cash & Banking	Error or Loss	L	Two signatories on all cheques and stubs, checked against invoice. Payments & receipts listed and authorised at every meeting. BACS transactions, two signatories to authorise once checked against invoice. Email sent to Clerk to confirm this actioned. Cash receipts (allotments) paid in as soon as possible. Financial Regulations in place.	Current procedures adequate. Annual review of Financial Regulations.
VAT	Not reclaimed	L	Financial Regulations cover reclaiming schedule. Cashbook checking in place.	Adequate routines and guidelines in place.
Council Records (Paper)	Loss through theft, fire or damage.	L	Older records archived with NCC Record Dept. Current and recent records kept in locked cabinet, limited risk. Most records also kept electronically.	Acceptable processes.
Council Records (Electronic)	Loss through damage, fire & corruption of computer.	M	Laptop kept at Clerks house for safety. Regularly backed up to external hard drive which is kept separately from laptop. Anti-virus kept up to date. Password protected laptop and Clerk sole user.	Existing procedures adequate.
Health & Safety	At public meetings, with volunteers and working parties.	M	Health and Safety Policy kept up-to-date and public. Risk assessments undertaken for all activities. Insurance kept-up-to-date and checked for adequacy.	Procedures adequate.
Meeting Location	Loss of location	L	Meetings booked a year in advance. Alternative venue available.	Adequate
Election Costs	Unbudgeted cost	M/H	High risk in election years, with unplannable variables.	Base line cost in budget and adequate reserves allocated.

Annual Return	Not submitted within deadline or incorrectly completed.	L	Dependant on Clerk’s knowledge. Presented, checked and signed at June council meeting and checked and signed by internal auditor.	In Clerk’s diary and adequate procedures in place.
Data Protection and Freedom of Information	Non-compliance with regulations	M	Policies in place. Council registered with the ICO. Information available on the council website.	Yearly review to ensure continued compliance.
Assets				
Village Hall	Major Catastrophe causing monetary burden.	L	Building insurance in place, checked yearly for adequacy. **Village Hall removed from Asset Register March 2024 due to ownership belonging to the Village Hall Charitable Trust therefore insurance not required by the Parish Council and is the responsibility of the Charitable Trust.**	Management actions adequate.
Streetlights	Damage, natural wear & third-party liability.	L	Insurance carried for damage and liability, reviewal of limits yearly. Yearly budget allocation for replacement costs. Ongoing regular inspections. Maintenance Contract in place.	Adequate process in place.
Notice Boards	Damage, wear and third-party liability.	L	Regularly inspected. Covered by insurance.	Adequate.
Street Furniture Bins, Seats.	Damage, wear and third-party liability.	L	Regularly inspected. Covered by insurance.	Adequate.
Allotments	Health & Safety. Damage to gates & Fences.	L L	Regular inspection by Councillor responsible for allotments. Allowance built in to budget for repairs.	Adequate.
Defibrillator	Loss, damage or malfunction.	M	Regular checks (weekly) by councillor. Insurance cover. Service policy taken. Request annual check by Community Heartbeat Trust.	Mark unit to identify. Checks adequate.

Office Equipment	Staff/Councillor injury Loss/damage/malfunction	L L	Health & Safety awareness. Liability insurance in place. Equipment kept up-to-date, insurance cover adequate.	Adequate
Liabilities				
Legal Powers	Illegal activity or payments. Working parties making decisions.	L L	Clerk advises on scope of powers. Decisions and payments agreed and minuted at meetings. Terms of Reference for workings parties issued and reviewed annually.	All processes adequate.
Minutes/Agendas/ Statutory Documents	Accuracy and legality. Non-compliance with statutory requirements	L	Timely and compliant posting of notices. Minutes approved and signed at next meeting. Statutory documents readily accessible and reviewed as prescribed.	Adequate processes. Minutes archived in a timely manner according to guidance.
Public Liability	Third-party risk.	M	Risk assessment carried out before any event and for every working party. Adequate insurance in place.	Systems adequate. Reviewed annually.
Employers Liability	Non-compliance with employment law.	L	Employers liability insurance in place. Clerk to keep updated on legislative changes.	Adequate. Update councillors of changes and record in minutes.
Members Interests	Not updated.	M	DPI forms updated post election. Interests declared as agenda item every meeting.	Suggest checked/renewed annually in May to ensure accuracy. System of declaration adequate.