

RISK IDENTIFIED	EVALUATION – PROBABILITY AND VALUE, AND CONSEQUENCES	RISK MANAGEMENT MEASURES TO AVOID / REDUCE OR CONTROL THE RISK	FURTHER ACTION NEEDED <i>In Bold – needs to be actioned</i>
Accidents	High risk, high value Potential loss of reputation Potentially expensive claims against the Council	Regular annual review of all risk assessments by Clerk with Health & Safety Designated officer of the Council Minutes Advice sought from Insurance brokers, Health and Safety Consultants, SALC and the Local Council Advisory Service (LCAS) when necessary Maintain robust reports on Playground, Equipment and all Health & Safety issues. Weekly reports to be kept filed for six (6) years (Council's office) Utility & Appliance documentation and maintenance contracts etc to be filed and kept/ maintenance schedule is to be maintained and monitored	This is current practice This is current practice This is current practice This is current practice
Accounts do not balance at year end	Low risk, low value Time and effort to put right Could be serious miscalculation / error Will not be signed off by auditor	This end of year problem can usually be prevented by: - Monthly reconciliation of bank accounts - Monthly VAT reconciliation Checking and signing of the reconciliation figures and original bank statements by second person (usually Chair of Finance & Administration Committee	This is current practice
Bad Debts	Low risk, low value Loss of income Low risk, high value	Careful monitoring of outstanding invoices and chasing up unwilling payers Aim to reduce outstanding invoices at the end of the financial year to an absolute minimum A Memorandum of understanding to be entered into with WWMRG Charity to ensure payment of contribution to staff cost invoices will be met	This is current practice This is current practice Memorandum of Understanding to be agreed
Emergency Procedures	Low risk, low value	System in place to ensure point of contact available in the event of emergencies including out of hours	Actioned
Employee Health & Safety	High risk, high value	Ensure adequate Health & Safety Policies adopted by the Council and verified adequate insurance policies	This is current practice
External Fraud / corruption	Low risk, high value Loss of funds	Detailed consideration of estimates and tenders and contracts Careful checking of invoices	This is current practice This is current practice
(See also Internal Fraud)	Inadequate services from suppliers	Regular reporting on performance by suppliers/providers/contractors Minutes	This is current practice

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Inability to deliver the activities or high quality services expected of the Council resulting from lack of budgeted funds	Low risk, low value Insufficient funds to: • Repair • Replace • Deliver Loss of reputation Expensive litigation	Detailed Precept discussions and preparation of appropriate information by the Finance & Administration Committee for the Council Review current year's budget and spending Determine the cost of spending plans Assess levels of income Bring together spending and income plans Approve the Budget • Minutes Confirm the Precept • Minutes Review of insurance arrangements • Minutes	This is current practice This is current practice This is current practice This is current practice This is current practice
Inadequate insurance	Low risk, high value Possible expensive litigation Large repair / replacement bills	Regular review of insurance policy and effect necessary changes promptly Minutes Contact insurance company as soon as notable purchases have been made and when other changes have occurred On a regular basis seek advice and obtain estimates from other insurance companies with expertise in local council finance to ensure best value for the council	This is current practice This is current practice This is current practice
Insufficient reserves to deal with unexpected / emergency events or for long-term projects	High risk, high value	Detailed figures, good records Regular and careful assessment of maintenance arrangements for physical assets Detailed forward planning in readiness for precept deliberations and careful consideration to the Reserves Policy- Monitor	This is current practice This is current practice This is current practice
Internal Fraud / corruption	High Risk, high value Loss of public money Inability to deliver services Possible expensive litigation	Adherence to Financial Regulations and financial procedures Regular review of Fidelity Insurance Expenditure • Ordering / tenders and estimates • Approving payment • Preparation of payment of cheques	This is current practice This is current practice This is current practice

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	Medium risk. Low value	- Internal audit Income - Invoicing - Receiving and banks income - Internal audit Tight control of cash income and adherence to Financial Regulations Adherence to the financial procedures in relation to the signing of cheques. Councillors, who are signatories, checking invoice to cheque before signing Accurate monthly statements of accounts for payment presented to and agreed by the council Monthly reconciliation of bank accounts presented to the Chairman of Finance Committee. Annual reconciliation of bank accounts presented to and approved by the council when the annual accounts are presented. Adherence to the regulations regarding tendering and contracts Review systems at least annually and report to the council prior to the completion of the annual return. Diary of regular income payment dates and follow up when overdue. Register of Councillors Interest, gifts and hospitality in place, complete and accurate Established Petty Cash System and regularly reimbursed. Checked monthly by Clerical Officer Payroll System and evidence of PAYE & NIC being correctly deducted and paid to the Inland Revenue as necessary Salary payment authorisation of cheques checked and signed by two councillors	This is current practice This is current practice This is current practice This is current practice This is current practice This is current practice This is current practice This is current practice This is current practice This is current practice This is current practice

WILLITON PARISH COUNCIL RISK MANAGEMENT- ACTION PLAN – ISSUE 5 – Re-adopted 03.06.2024

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Loss of Clerk (Long term illness)	Low risk, high value	Ongoing training to enable a split of duties and responsibilities between members of office staff. Assistant to Clerk to be trained to provide limited cover. Grounds maintenance and Health & Safety problems - Assistant to Clerk with support from the Chairman of Parish Council Agendas and matters of report from the minutes with support from the appropriate Chairmen Assistant to Clerk trained in the computer systems Ensuring all administration duties are covered Assistance to be sought from neighbouring town councils, SALC and accountancy services as deemed necessary	This is current practice Actioned This is current practice Actioned
Loss of, or damage to assets	Low risk, high value Increased insurance in future	Maintain an up-to-date Asset Register and regularly review the insurance of all Council property and effects. Verification that insurance cover is sufficient. Minutes to include this had been checked Annual review of Assets	This is current practice This is current practice This is current practice
Loss of data resulting from fire or theft of computers or failure of the operating system	High risk, high value Inability to deliver some services	Comprehensive regular back-up of current data One copy stored remotely on internet	This is current practice
Loss of documents	Low risk, high value	Ensure Document Register is maintained and shows location of deeds (with solicitors)	This is current practice
Loss of income through failure to review fees / rents / charges	Low risk, low value Loss of income	Annual review of all rentals prior to budget deliberations Minutes	This is current practice This is current practice
Non-adherence to the Agreed Financial Regulations and Financial procedures	Low risk, high value	Everyone concerned with finance (members and staff) to have clear understanding of the Regulations, Standing Orders and Procedures and to adhere to them. Regular review and revision of the Regulations, Procedures and Risk Management Minutes having been reviewed	This is current practice Training required for new Councillors This is current practice

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Overspend of budgets	Med risk, Med value	Monthly report on expenditure and variances from budget to Council	This is current practice
	Reduction of reserves	Maintain adequate reserves	This is current practice
	Effects on other budgets	Re-alignment of fund when necessary	This is current practice
Poor service from suppliers/contractors	Low risk, low value	Regular review and report to council of services provided	This is current practice
	Poor service – public disquiet Loss of reputation Waste of public money	On a regular basis obtain estimates from other companies to ensure best value for the council.	This is current practice
Public Events	Medium risk, high value	Carry out individual risk assessments for each event and ensure the necessary mitigation action is in place. Ensure that adequate public liability insurance is in place and we conform to requirements	This is current practice
Security of Council property and equipment Uncontrolled access to office	Low risk, high value	Annual review of insurance cover (see inadequate insurance)	This is current practice
		All employees to be aware of the need to secure property and equipment on leaving the work place. Clean desk policy	This is current practice
		The office door is locked when office vacated	This is current practice
		Outside organisations and members of the public using or accessing Council premises to be made aware of their responsibilities in writing for ensuring security on a regular basis.	This is current practice
		New users to be given written instructions as part of the hiring agreement and then to comply as above. This will also apply to one-off users	This is current practice
		Premises Fire Risk Assessments conducted and reviewed on a regular basis.	This is current practice
Spending money with no legal power to do so	Low risk, low value	Awareness of the regulations pertaining to public spending	This is current practice
		Clerk to check all payments are legal and within spending powers Ongoing training for office staff. Advice to Councillors	This is current practice
Terrorist Attack	Low risk, high value	Duty for venues to take steps to improve public safety	This is current practice
		Martyn's Law to be followed when producing risk assessments, emergency plans and procedures for any public event.	Keep up-to-date with current legislation and advice
		Undertake staff, councillor and volunteer training and awareness raising	

