

## Aslacton Parish Council Risk Management Policy

&

### Risk Register

#### What is a Risk Management Policy?

Risk is the threat that an event or action will adversely affect the parish 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 parish 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 parish council recognises that some risks can never be totally 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 external environmental factors that enables the council to identify all potential risks inherent in the place or practices. Based on a recorded assessment the parish 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 attached Risk Register (Annex 1) 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 parish council has identified the risks and described together with an evaluation of their significance to the parish council (High, Medium or Low) and arrangements are described for how the council proposes to mitigate the risk to what it considers to be a satisfactory level.

Specific policy additions Adopted 5<sup>th</sup> March 2024

Risk Management Policy approved at a meeting of Aslacton Parish Council on July 2<sup>nd</sup>, 2024

Signed

Position on the Council - Chair

Date of next review – July 2027

See below Annex 1 –

RISK MANAGEMENT POLICY

## ASLACTON PARISH COUNCIL RISK MANAGEMENT REGISTER

### APPENDIX 1 TO ASLACTON PARISH COUNCIL RISK MANAGEMENT POLICY

#### **1 Risk Register**

##### **1.1 Risk Weighting**

The Risk Weighting is a measure of the relative severity of each Risk. Each Risk is assigned an “Impact” and a “Probability of occurrence”.

The Impact is an indication of the severity of the effects if the Risk were to become material. This is described as being High, Medium or Low, and this is weighted as being 5, 3, and 1 respectively.

The Probability of occurrence is the estimated percentage chance of the event occurring over a period of time. The period of time chosen is 12 months because

- a) This relates to period of insurance (renewed on an annual basis)
- b) This relates to the period reporting of the Parish Council, where the Parish Council reports on an annual basis
- c) Also a 12 month period is a manageable period over which to assess and estimate the probability of any Risk occurrence.

So, if something “will happen” once per year, this is given a probability of 0.27% i.e.  $1/365 \text{ days} = 0.27\%$

##### **1.2 Mitigation**

The mitigation column shows controls for the Risk. Ultimately all Risks are mitigated by the Public Liability Insurance held by Aslacton Parish Council through Local Council Insurance.

##### **1.3 Inclusion in the Risk Register**

Risks included in this register are only those identified as being the responsibilities of Aslacton Parish Council.

So, if something “will happen” once per year, this is given a probability of 0.27% i.e.  $1/365 \text{ days} = 0.27\%$

##### **Mitigation**

The mitigation column shows controls for the Risk. Ultimately all Risks are mitigated by the Public Liability Insurance held by Aslacton Parish Council through Local Council Insurance.

##### **Inclusion in the Risk Register**

Risks included in this register are only those identified as being the responsibilities of Aslacton Parish Council.

## **The Risk Register**

<b>ASSETS</b>			
Protection of physical assets: e.g. Dog Bins, Litter Bins, Notice Boards	L	0.20%	All assets are insured. Insurance values checked annually. Condition of such assets to be inspected regularly and reported back to the Councillors for appropriate action to be agreed
<b>Volunteers –</b> A volunteer is a person instructed directly by the parish council in a task.  Risk of injury whilst carrying out tasks for the parish council	M	0.30%	Record all volunteers, risk assess the task. Ensure covered by parish council insurance policy.
<b>Parish Clerk</b>			
Parish Clerk becoming injured and/or incapable of carrying out the Clerk's role.	L	0.27%	Covered under insurance policy. Ensure budgets are available to pay for a locum.
Lone working	L	0.54%	Clerk to take all reasonable precautions for own safety.
<b>Other Risks</b>			
Bank & Banking – Inadequate checks Bank mistakes Loss charges  The parish council have Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts	M	0.54%	Existing procedures adequate. Review the parish council's Financial Regulations annually and bank signatory list when necessary, especially after an AGM and an election/co-option. Clerk to monitor bank statements.

which statements arrive: these are dealt with immediately by informing the bank and awaiting their correction.			
Direct costs, Overhead expenses, Debts. Goods not supplied but billed. Incorrect invoicing.  Cheque payable incorrect	L	0.27%	The Parish Council has Financial Regulations which sets out the necessary requirements. At each parish council meeting the Clerk advises of invoices awaiting approval for approval by the Councillors.  Existing procedure adequate
Accounting e.g. theft/fraud	H	0.27%	Continue to require adequate, complete and statutory financial records and accounts. Monitored by IFO in accordance with the parish council's Financial Standing Orders.
Accounts e.g. overspend	H	0.27%	Parish council practice would seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to the parish council.
Liability e.g. risk to third party, property or individuals	L	0.54%	Insurance in place. Regular checks of hazards as identified within this Risk Register.
<b>Legal Liability.</b>			
Ensuring parish council activities are within legal powers.	L	0.27%	Clerk clarifies and advises on legal position and advice sought where necessary.
Proper document control	L	0.27%	Legal documents are kept in a securing filing cabinet in the Clerk's home. Electronic records stored on password protected Google drive and website with Chairman having access to passwords. All stored in compliance with the parish council policies
Councillor	L	0.54%	All councillors complete Register of

propriety e.g. register of interests			Interest and are asked to disclose. These are reviewed annually at the parish council AGM.
-----------------------------------------	--	--	--------------------------------------------------------------------------------------------------