

## FLORE PARISH COUNCIL

Clerk: Mrs Susan Halkett, 16 St Mary's Way, Weedon, Northants, NN7 4QL  
Tel/Fax: 01327 341057 Email: florepc@btinternet.com

### RISK MANAGEMENT

The management of risk is an important part of the Parish Council's work; making sure that the people who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Parish Council hold. Risk assessment happens all the time. Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, in so far as is practically possible.

Topic	Risk Identified	H/M/L Risk	Management of Risk	Action	Review (in months)
Salaries	Wrong Salary/hours paid	L	Check to minute/timesheet and contract	Internal controller to verify	12
	Wrong deductions	L	Check calculations against HMRC PAYE	Internal controller to verify	12
Direct costs and overhead expenses	Cheque/BACS payments are correct	M	Two signatories initial stub/sign off BACS payments, in agreement with Agenda. Details and amounts are checked monthly by the internal controller and	Two signatories to sign off	12
	Cheque/BACS payments payable to wrong party	M	Checked monthly by the internal controller/ two Cllrs to agree sign off against invoices	Two signatories	12
	Loss of council property	L	List of property kept by clerk	Check against asset register	12
Councillors allowances	Councillor overpaid	L	Chair allowance only paid, to agree with agenda/ minutes and budget figure		12
Grants and Support	Power to pay	M	Minute power unless under GPC		12
	Agreement of Council to pay	L	Agenda and Minute as per meeting agreement		12
	Conditions agreed	L	Use reasonable conditions		12
Reserves – General	Adequacy	M	Consider at budget setting	Discuss at meeting and minute ideas and opinions from all	12
Reserves – Earmarked	Adequacy	L	Consider at budget and final accounts	Discuss at meetings and	12

				minute ideas and opinions from all	
Assets	Loss of damage of council property	M	Quarterly inspection of asset, report to meeting, update insurance and asset registers if necessary		24
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary	12
Staff	Loss of key personnel	L	Hours, health, stress, training, long term sickness, early departure	Personal Communication – Contingency – Upper Heyford clerk will cover in an emergency. Computer work backed up on external drive.	24
	Fraud by staff	L	Fidelity Guarantee value	Council	12
	Pension	L	Council a member of NEST Pension Scheme, Clerk enrolled but opted out. Renewal every three years	Pension Cllr	36
Loss	Consequential loss due to damage or third party performance	L	Insurance cover review adequacy	Reviewed annually	12
Cash	Loss through theft or dishonesty	L	Insurance cover review to ensure adequacy of Fidelity guarantee,	No cash in office, no petty cash.	24
Maintenance	Poor performance of assets or amenities lose of income or performance	M	Annual maintenance inspection	Diary	12
Borrowing	Adequacy of finances to be able to repay	M	Financial review and cash flow forecasting monthly	Internal Controller, carried out monthly	12
Legal powers	Illegal activity or payment	M	Educate council as to their legal powers	Diary	24
Financial records	Inadequate records	L	Clerk and internal controller to check regularly and regular internal audit	Diary	12
Minutes	Accurate and legal	L	Review at following meeting	Councillors	12
Members interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting or when a conflict becomes apparent during a meeting	Councillors	12

Register of Interests	Register of Members Interests form to be reviewed at least on an annual basis		Members to take responsibility to keep their details up to date	Annually	12
Precept	Not submitted	L	Full pc minute and clerk to follow up	Confirmed on minutes	24
	Not paid by WNC	L	Check and report	Diary	24
	Adequacy of precept	M	Monthly review of budget to actual	Diary	12
Investment income	Receipt when due	L		Diary	12
	Investment policy	L	Review annually	Diary	24
	Surplus funds	L	Review annually	Diary	24
General Data Protection Regulations	Collection of Data	L	Required for specific things, Council needs to be upfront on why it is being collected and what it will be used for	Specific events, specific reasons for collecting data	12
	Storage of Data	M	Stored on computer/External hard drive in secure office, password controlled devices for no longer than agreed time or as necessary	Diary	12
	Processing of Data	L	Lawful process to use as long as it is with the permission of individuals	Diary	12
	Breaches of privacy	M	Computer has up to date anti-virus Electoral Rolls are encrypted Details of any collections of information are deleted, when used and not stored Confidential paper waste is shredded, not just thrown into the bins Staff are trained and up to date with legislation	Clerk	24
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	all files and recent records (both paper and electronic) are kept at the Parish Office. The Parish Council has a secure online backup system that backs up files as they are created or changed. In the event of the Clerk being indisposed the Chair will provide administrative support.	Clerk/Cllrs	12

Meeting location	Meetings are held in the URC Schoolroom	L	Key is picked up and dropped off	Clerk/Chair	12
Council Records (Paper)	Loss through fire/theft/damage	L	All important documents are held in the Records Office at Northampton. Minimal paper copies kept if clerk's office	Clerk	12
Council records (Digital)	Computer backed up regularly	L	Back up device held by chair in different location	Clerk/Chair	12
Street Furniture	Councillors undertake a quarterly inspection of all street furniture	L	Quarterly inspection reported on minutes, any issues raised at meeting and dealt with	All	12

Adopted November 2008

*Amendments*

*May 2013 - Reducing risk from H to M: Legal powers (illegal activity or payment) and Precept (Adequacy of precept)*

*September 2017- inclusion of online banking payments*

*May 2018 – Addition of GDPR*

*May 2019 – general tidy up of wording*

*May 2020 – Covid issues inserted*

*May 2021 – Covid assessment removed*

*May 2023 – General tidy up; inclusion of Pension*

*May 2024 – No amendments*