



BRANSTON PARISH COUNCIL POLICIES

TITLE: Risk Management

Subject	Risk(s) identified	H/ M/ L	Management/Control of risk	Review/Assess/Revise
Councillors	Losing councillor membership or having more than 8 vacancies at any one time	L	When a vacancy arises there is a legal process to follow. This either leads to a bye election or into a co option process. An election is out of the Parish councils control. The co option process begins with an advert, acceptance of applications, consideration of applicants and co option vote of a council meeting then appointment. If there are more than 8 vacancies at any one time on the council it becomes in quorate. The legal process of the Borough Council appointing members takes place	Existing procedures adequate Procedures of another body are adequate
Councillors	Inexperienced		Councillors will be encouraged to attend induction training when they join the council to enable them to in particular understand the governance of the 1 st tier of a local authority. The clerk of the council will carry out an induction. Experienced councillors will be a 'mentor' to new councillors	Existing procedures
Precept	Adequacy of precept requirements	L	To determine the precept amount required, the parish council regularly receives budget update information and the precept is an agenda item at full council. At the precept meeting the council receives a budget update report, including actual position and projected position to end the year. The clerk informs council when the monies are received.	Existing procedure adequate



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Financial records	Inadequate records, financial irregularities	L	The council have financial regulations which set out the requirements	Existing procedure adequate
Bank and banking	Inadequate checks Bank mistakes Loss of signatories	L	The council have financial regulations which set out the requirements	Existing procedure adequate
		L	Bank statements are reviewed monthly	
		L	Sufficient signatories on mandate	
		M	Mandate will be reviewed when councillors leave the council.	
Litigation	Potential risk of legal action being taken against the council	M	Public liability and fidelity cover in place, complaints procedure	Existing procedure adequate
Reporting and auditing	Information commissioner	M	Council to audit regularly	Existing procedure adequate
Overhead/expenses	Goods not supplied but invoiced	L	Council has financial regulations	Existing procedure adequate
	Cheque payable but incorrect Loss of stock		At each meeting invoices are checked by councillors	
Grants receivables	Receipt of grants	L	One off grants would come with terms and conditions	Existing procedure adequate
Best value accountability	Work awarded incorrectly	L	Normal parish council procedure would be to seek if possible more than 1 quotation either verbal and written	Existing procedure adequate
Salaries and associated costs	Salary paid incorrectly	L	Payroll outsourced	Existing procedure adequate
Employees	Loss of key staff Fraud Health and safety	L	Continuity plan will be reviewed at least every 2 years. Staff provided with the relevant training	Existing procedure adequate
Election costs	Risk of election	H	Risk is higher in an election year	Existing procedure is adequate



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Assets	Loss or damage	L	An annual review of assets is taken	Existing procedure is adequate
Maintenance	Poor performance of assets	L	Assets owned by the parish council are regularly reviewed and maintained	Existing procedure adequate
Notice boards	Risk/damage/injury	L	Notice boards are inspected regularly by the clerk	Existing procedure adequate
Street furniture	Risk/damage/injury to third parties	L	Any damage is reported to the parish council	Existing procedure adequate
Meeting location	Health and safety	L	Health and safety adequate	Existing procedure adequate
Council records	Loss through theft, fire	L	Recent materials in a fire proof filing cabinet	Existing procedure adequate
Electronic records	Loss, theft, fire	L	Backups are taken at regular intervals	Electronic files are given to the chairman for storage off site
Legal powers	Illegal activity	L	All expenditure is approved at parish council meetings.	Existing procedure is adequate
End of year return	Late submission/inaccurate	L	Financial regulations	Existing procedure is adequate
Insurance	Adequacy, cost	L	Internal review is taken	Existing procedure is adequate
Members interests	Register of interests	L	Register of interests to be reviewed regularly	Existing procedure
Confidentiality	Breach of confidentiality	L	Discipline procedure, standards committee, code of conduct standard	Existing procedure
Pavilion	Policies etc	H	Hire agreement - charges COSHH guidelines/cleaning cupboard access Locking and unlocking procedures ie check all doors locked, no hose pipes left running, barrier locked Procedure for internal matters ie key cabinet access (so all keys can be kept in the cabinet), heating systems etc	Existing procedure not adequate



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