

Acton Parish Council Risk Management Plan

Reviewed at the Parish Council Meeting dated 23 March 2022

Key to risk rating:

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
Impact				

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
Financial risks					
Failure to keep adequate financial records	Suppliers over or underpaid Incorrect payee Expected goods or supplies not received Inaccurate recording of VAT	2	2	Medium	Records to satisfy requirements of Accounts and Audit Regulations Detailed RFO report of all payments and receipts to each Council meeting to authorise payments Two signatures on each cheque or mandate Invoices and cheque book stubs initialled Bank reconciliation to each Council meeting Internal and external audit
Make payments outside of available powers	Unable to deliver service intended	1	3	Medium	Appointed CiLCA qualified Clerk Council has adopted General Power of Competence
Inaccurate record of Council assets	Loss of assets Inadequate maintenance of assets Uninsured assets	1	2	Low	Annual review and approval of the Council's asset register Reconciliation with Annual Return
Failure to collect adequate precept	Council suffers financial loss	1	3	Medium	Regular updating of current year's budget

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
	Insufficient precept for planned Council activities				Annual budget review in November and January prior to fixing of budget in January
Failure to submit precept form to District Council	Council suffers financial loss Insufficient precept for planned Council activities	1	3	Medium	Diarise submission of precept form District Council reminder
Failure to recover VAT	Council suffers financial loss	1	2	Low	Diarise annual recovery of prior year's VAT Detailed RFO reports to Council Regular presentation of accounts Internal audit
Failure to make adequate insurance arrangements	Council suffers financial loss Council unable to adequately compensate in the event of injury or loss	1	2	Low	Diarise insurance renewal date Review levels of cover prior to renewal Ensure assets adequately insured
Inadequate cash handling arrangements	Council suffers financial loss Capacity for fraud	1	1	1	No petty cash transactions Bare minimum of cash receipts Transactions recorded on RFO report Receipts recorded on paying-in slip
Loss of financial records	Unpaid invoices Uncollected receipts Inadequate audit documentation	1	3	3	Cashbook is kept up to date Cashbook is backed up to Dropbox in real time Cashbook will allow Council to request duplicate invoices from suppliers
Inadequate General Fund reserves	Unforeseen event wipes out available cash reserves	1	3	3	Regular presentation of accounts Regular updating of current year's budget Forward planning Maintain the General Fund reserve between 45% and 65% of annual precept

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
Inadequate Earmarked reserves	Insufficient cash reserves to meet commitments when they arise	1	3	3	The purpose and level of each Earmarked reserve is reviewed at the Annual budget meeting Earmarked reserves are inflation proofed
Failure to seek competitive quotes	Council suffers financial loss Delivery of poorer services	2	2	4	Follow guidance in Financial Regulations Seek best value but be prepared to accept higher quotation for demonstrably better service
Funds with one institution exceed compensation limit	Financial loss to Council	1	1	1	Council has invested funds across 2 institutions to fall within compensation limit
Governance risks					
Failure to act within available powers	Invalid decisions Legal remedy Financial loss Loss of credibility in eyes of local electors	1	3	3	Appoint Clerk with CiLCA qualification Seek SALC guidance when in doubt Council has adopted General Power of Competence to broaden range of powers available
Failure to act in accordance with Code of Conduct	Loss of reputation Loss of credibility in eyes of local electors	1	3	3	Adopt SALC Code of Conduct Annual reminder of Code of Conduct at Annual Parish Council Meeting
Failure to declare interests	Invalid decisions Individual councillor fines may be incurred	2	3	6	Lodge Declaration of Interests form with District Council within 28 days of becoming a councillor Councillors required to declare interests at each meeting Ability to seek dispensation where appropriate Reminder to update interests issued
Lack of awareness of Standing Orders and Financial Regulations	Council acts outside of its powers Council acts unlawfully	2	3	6	Review and adopt SO and FR at the Annual Meeting of the Parish Council New councillors advised on appointment Clerk keeps the Council apprised of changes

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
Councillors fail to prepare adequately for meetings	Poor decisions Loss of credibility in eyes of local electors attending the meeting	2	3	6	Agendas and documents are forwarded well before the meeting
Council lacks relevant skills	Poor decisions	2	3	6	Conduct an audit of councillor skills and abilities Arrange training for individual councillors on appointment and as required Arrange whole of Council training on key topics Seek guidance or assistance where necessary
Councillors express a personal view in the name of the Council	Council is misrepresented	1	3	3	Council has adopted a press and media policy which specifies that the Chairman will speak for the Council and that the views expressed will be those of the Council
Advisory committee new to parish council processes	Reputational risks Financial risks	2	3	6	Effective communication Provide information on correct procedures Regular reporting to the parish council
Employment risks					
Failure to follow best practice when advertising, shortlisting, interviewing and appointing staff	Appointment of staff ill equipped to support councillors and guide the work of the Council	2	3	6	Advertise via SALC Use NALC approved job descriptions and person specifications Shortlist against JD and PS Council Appointed interview panel NALC contract of employment
Failure to undertake annual review	Unresolved councillor and/or staff grievances Inaccurate salary in budget	1	3	3	Annual review diarised prior to budget setting meeting
Failure to undertake home office risk assessment	Avoidable accidents resulting in staff not available for work	1	3	3	HR Cllr undertakes annual home office risk assessment

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
	Claims against the Council				
Incorrect payroll payments and deductions	Under or overpayment of staff HMRC penalties	2	2	4	SALC continues to operate payroll service Changes in salary are recorded in Council minutes and advised to SALC with copy to Chairman
Failure to undertake further training	Staff knowledge is out of date Poor advice leads to poor decisions	2	2	4	Contract requires staff to undertake training Budget makes provision for staff training Council encouragement to update knowledge base
Loss of key personnel	Work of the Council is not undertaken Statutory deadlines missed	1	3	3	HR group has regular contact with staff Adequate notice period in employment contract Seek support from SALC
Operational risks					
Failure to maintain play equipment	Injury to children Financial loss to Council	2	3	6	Weekly inspection of assets by STC wardens Annual inspection by ROSPA certified company
Failure to maintain Jennens Way	Slip, trip or fall Injury to users Falling branches	2	3	6	Environmental issues agenda item at each meeting Annual clearance of weeds etc. Periodic resurfacing of path with fresh shingle Earmarked fund to maintain and repair footpaths
Failure to maintain trees along Jennens Way and church drive	Trees die or fail in health Injury to public from dead wood falling from trees Damage to vehicles passing along church drive	3	3	9	Regular professional tree inspections Action taken in response to report findings 3 year contract with certified tree surgeons
Failure to maintain Conservation Area	Slip, trip or fall Injury to users Falling branches	2	3	6	Environmental issues agenda item at each meeting Annual cutting of hedges
Use of petrol powered chipper	Injury to volunteers operating the chipper Injury to public accessing the site.	2	3	6	Wildlife reserve manager to disseminate advice to volunteers and ask them to sign a volunteer form. Protective eye and hand gear to be worn.

Description of risk	Impact of risk	Likely?	Impact?	Risk rating	How Acton Parish Council manages this risk
					First aid kit to be purchased for the wildlife area and wildlife reserve manager asked to advise when the kit needs to be replenished. Clear indication to be in place before work commences that there is no public access to the working area
Installing and moving the Speed Indicator Equipment (SID)	Lifting injury when moving Vehicle impact	1	3	3	Purchased light weight SID Activity delegated to STC wardens
Volunteers maintaining PRoW	Injury to volunteers Injury to public				Risk assessment prior to work commencing Ask volunteers to fill out volunteer forms Provide PPE to those who need it
General Data Protection Regulations					
Failure to implement requirements of General Data Protection Regulations	Parish Council found to be in breach of regulations	2	3	6	LCPAS carried out Personal Information Audit 2018/19 appointment of Jayne Cole (LCPAS) as Data Protection Officer Certified disposal of redundant Council documents Council documents held in locked cupboard PC and back-up systems password protected Adoption and publication of Privacy policy Adoption and publication of Data protection and document retention policy Clerk and Council trained in 2020/21 Procedure for dealing with Subject Access Requests; Procedure for dealing with Data Breaches