

## Aymestrey Parish Council Risk Management Policy

This document has been produced to enable Aymestrey Parish Council to assess the risks that it faces and to satisfy itself that it has taken adequate steps to minimise them. The Council is aware that, although the risks cannot be eliminated fully, it has in place a strategy that provides a structured, systematic and coursed approach to managing risk.

Risk is something that will affect the ability of the council to achieve its objectives and meet its duties. Risk management is the process by which these risks are identified, evaluated and controlled. The document will be reviewed annually.

Managing those risks.

Risk is based on likelihood and potential impact

<b>Subject</b>	<b>Risk</b>	<b>Level of Risk</b>	<b>Management/Control</b>	<b>Actions</b>
<b>Council Records - paper</b>	Loss through theft, fire, damage	Low	Archive material kept securely in metal cabinet at Parish Hall. Current working documents and accounts kept by the Clerk on Aymestrey Parish Council computer.	Loss would not affect the Council achieving its objectives. Historical loss to community – consider transfer of records to County Archive.
<b>Council Records - electronic</b>	Loss through theft, fire, damage	Low	Documents are backed up electronically by the Clerk onto the cloud or USB drive. Pertinent documents are stored on Aymestrey.org/PC website.	Monthly back up. Parish Council website. Passwords to be recorded and kept securely.
<b>Financial Planning</b>	Adequacy of Precept	Medium	Annual budget setting ensures sufficient precept to allow Council to achieve its objectives. The budget update is produce bi-monthly as per Financial Regulations.	Finance working group reviews Precept in November. Full Council review at November Meeting.

<b>Subject</b>	<b>Risk</b>	<b>Level of Risk</b>	<b>Management/Control</b>	<b>Actions</b>
<b>Financial Controls</b>	Inadequate banking checks and financial controls. Loss through theft. Timely collection of income.	Low	The Council has Financial Regulations setting out requirements for budgets, banking, ,and online payments and reconciliations of accounts. This includes all income paid into the bank and quarterly bank reconciliations, checked and signed off by a member of the Finance Group of the Parish Council. No petty cash is held. Accounts are audited internally.	Clerk to adhere to financial regulations. Prepare accounts annually for internal audit.
<b>Election Costs</b>	Adequacy of budget for Elections.	Medium	Council to consider through budgeting process and to build an election fund between full elections. There are no measures available to minimise a contested election.	Ensure budget line for election cost when setting annual Council budget.
<b>Assets</b>	Loss through theft, fire, damage	Medium	Consider insurance cover annually.	Clerk to maintain assets register.
<b>Insurance</b>	Adequacy, Cost, Compliance, Fidelity, Guarantee	Low	Council undertakes annual review of Insurance arrangements and holds Public, Employer and Fidelity Guarantee as statutory requirement. Clerk liaises with Insurance company and Council to ensure cover conditions are complied with.	Clerk liaises with insurance provider on annual basis. Comparative quotes are obtained to ensure good value.
<b>Clerk</b>	Loss of Clerk	Medium	Key documents and information are regularly shared with all Councillors and key documents are posted online. Records are kept on the Parish Council computer used by the Clerk. Ensure Financial Regulations are adhered to.	Ensure references are obtained for Clerk at recruitment stage.
	Fraud	Low		Financial accounts are available to all Councillors on request.

Subject	Risk	Level of Risk	Management/Control	Actions
<b>Member Interests</b>	Failing to disclose interests	Low	Members are required to disclose any interests at Council meetings. Failure to do so can result in a fine.	Interests disclosed are recorded in the Minutes. Clerk to ensure that Councillors are made aware of current best practice.
<b>Actions Undertaken</b>	Ensuring decisions and actions are legal.	Low	Clerk/Councillors to attend regular training which is provided for in the budget. Council has access to support and information at a local and national level. Standing Orders and Financial Regulations govern Council processes and are regularly reviewed to account for changes in legislation.	Maintain HALC membership.  Maintain Clerk’s membership of SLCC.  Clerk to advise where legality of decision is unsure.
<b>General Data Protection Legislation 25 May 2018 (GDPR)</b>	Failure to comply  Relevance	Low  Low	Clerk has received training and advises Council of legislation, to ensure compliance with new GDPR legislation.  Clerk to check data is relevant and up to date.	Review annually.  Clerk is Data Controller.  To be reviewed prior to 31/05/22
<b>Health &amp; Safety</b>	Council Activities	Low	Meetings held in Parish Hall. Clerk to have access to key. Risk assessments to be carried out for any new activities and events. Public liability insurance held. Council to ensure any activities are covered by insurance.	Risk assessments to be undertaken for any events that the Council is responsible for.

Reviewed 2021

Adopted May 2021

Next review March 2022