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| **SANDHURST PARISH COUNCIL RISK MANAGEMENT SCHEDULE** |

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| This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps  to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a  structured, systematic and focuses approach to managing risk, which:  • Identifies the key risks facing the council  • Identifies what the risk may be  • Identifies the level of risk  • Evaluates the management and control of the risk and records findings  • Reviews, assesses and revises procedures if required. |

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| **MANAGEMENT** | | | | |
| **Subject** | **Risk(s) Identified** | **H/M/L** | **Management/Risk Control** | **Review/Assess/Revise** |
| Meeting Location | Adequacy: Health & Safety | L | Meetings held at Village Hall. Premises and facilities maintained by Village Hall Committee |  |
| Council Records | Loss through theft, fire, damage | L | Older Records retained at Gloucestershire Archives.  Some papers also at Clerks address. | Provision adequate |
| Council Electronic Records | Loss through damage, fire corruption of computer. | M | Records are stored on a PC backed up by external hard drive. Backups – Monthly intervals. Checked to ensure readability of date. Adequate anti-virus and password protected. | Existing control adequate |
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| **FINANCE** | | | | |
| **Subject** | **Risk(s) Identified** | **H/M/L** | **Management/Risk Control** | **Review/Assess/Revise** |
| Precept | Adequacy of precept | M | Precept is an agenda item. Request for payment sent to Tewkesbury BC by e mail annually. Discussed at Parish Meeting and minuted. | Procedure Adequate. |
| Insurance | Lines of Cover listed. Cost. Compliance.  Fidelity Guarantee | L  L  M | Renewed Annually. Reviewed Annually. Minuted at Meeting  Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. | Review Annually |
| Banking | Inadequate checks | L | Financial Regulations in place for the requirements for banking cheques and reconciliation of accounts | Procedure Adequate. Review Financial Regulations as necessary |
| Cash | Loss through theft or dishonesty | L | The Council has no petty cash or float. Transactions are made or paid by cheque. | Procedures are adequate |
| Financial controls and records | Inadequate checks | L | Two signatories on cheques and cheque stubs. Bank account reconciled monthly. Any payments must be resolved and clearly minuted. Any s137 payments must be recorded at time of approval. | Existing procedures adequate. |
| VAT | Re-claiming | L | Claimed Yearly from HMRC. Listed on Expenditure Sheet. Invoices confirm amount to be reclaimed. Council has financial regulations which set out the requirements. | Provision adequate. |
| Annual Return | Not submitted within the time limits | L | Annual Return is completed and signed by the Council. Documents minuted at Council Meeting. | Existing procedures adequate. |
| Election Cost | Risk of election cost | M | Risk is higher in election year. There are no measures, which can be adopted to minimise risk of a contested election. A contingency fund is available to meet costs. | Include in financial statement when setting precept. |

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| **ASSETS** | | | | |
| **Subject** | **Risk(s) Identified** | **H/M/L** | **Management/Risk Control** | **Review/Assess/Revise** |
| Street Furniture  BT Box/Dog Bins/Defibrillator | Loss or Damage | L | Insurance Policy in Place. Asset Register to be reviewed Yearly. Inspections to be carried out. | Existing procedures adequate. |
| Notice Board | Loss or Damage | L | Insurance Policy in place. Board located outside the Village Hall. Inspected Monthly when displaying Notices for Meetings. | Existing procedures adequate |
| Playground Equipment | Damage or Repairs | M | Insurance Policy in place. Equipment to be checked monthly by Councillors and recorded at the Monthly Parish Meetings. Repairs to be carried out if required to make safe. Photos to be taken of repairs. Yearly inspection to be undertaken by qualified person. | Review Annually.  Existing procedures adequate. |