

**WIGGINTON AND HOPWAS PARISH COUNCIL'S RISK MANAGEMENT SCHEME**

<b>Area</b>	<b>Risk</b>	<b>Likelihood Score (1-3)</b>	<b>Severity Score (1-3)</b>	<b>Level of risk (L x S)</b>	<b>Controls (<i>bold indicates areas where work is needed</i>)</b>
Assets	Loss or damage of physical assets	1	2	Low	Assets insured (insurance revaluations to be carried out every 3yrs – last reviewed May 2021) Home Office secured when unattended, home insurance policy also covers business use. All documents on laptop saved to 'cloud' via OneDrive. Laptop is pin and password protected.
	Poor maintenance of equipment	2	2	Med	Regular play inspections carried out, weekly visual inspections, monthly safety report and annual external report from play inspection company. Reserves to be kept for Asset replacement / repairs. <b>Quarterly Operation inspections to be implemented.</b>
Finance	Insufficient Funds due to poor cash management planning	1	2	Low	Accounts prepared by RFO and presented to Council bi-monthly, budget monitoring document prepared by RFO & presented to Council quarterly.
	Bank failure or loss of investments causing significant loss of funds	1	2	Low	Funds below FSCS protected amounts
	Loss of funds due to error, theft, fraud, or misappropriation due to failure to keep proper financial records.	1	2	Low	Financial regulations set out requirements. All invoices seen by RFO, all payments checked against invoices and authorised by 2 Councillors. Bi-Monthly reconciliations prepared by RFO & approved by Council. Invoices for payment (& those paid under scheme of delegation to the Clerk) approved at Council bi-monthly. Statement of Internal controls and formal annual review process implemented.
	Expenditure incurred without proper authority	1	1	Low	Financial regulations set out requirements. Clerk has delegated powers to authorise some payments in conjunction with the Chair. All delegated payments are noted by Council bi-monthly.
	VAT - Non-compliance with HMRC regulations.	1	2	Low	Parish Council is not registered for VAT. VAT claims calculated and submitted by RFO each quarter. Internal and external auditor check.
	Incorrect salary payments to staff, HMRC or NEST Pensions	1	1	Low	Salary checked by Councillors before payment. Payroll is processed by Clerk, using HMRC Basic Tools submitted after approval. NEST Pension schedule contributions calculated on their online platform and checked by Clerk and Councillors each month.
	Insufficient funds - Council expenditure significantly exceeding budget.	2	1	Low	Council receives detailed budget plan November / December. Adequate reserves maintained. Expenditure against budget reported quarterly.
	Insufficient funds - failure to agree precept or precept set at inadequate level.	1	2	Low	Budget and Precept considered in December / January. Adequate reserves maintained. Precept deadline noted and complied with by the RFO.
	Non-compliance with borrowing restrictions	1	1	Low	No borrowing likely at present
	Fraudulent use of Grant award scheme	1	2	Low	Grant Awarding Policy adopted 2021. Applications checked against the policy by Council (Or Clerk in conjunction with the Chair if under Scheme of Delegation to Clerk) Documentation checked before release of funds.
Liability	Risk to third party, property, or individuals, legal liability as consequence of asset ownership	1	2	Low	Adequate public liability insurance policy.
	Items not insured or cover too low	1	1	Low	Insurance policy renewed in June 2021, Assets to be recorded and photographed annually and checked against the asset register. Minimum 3 yearly update of asset values, reviewed in May 2021.

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	Non-compliance of FOI request	1	2	Low	FOI Policy in place and information request log maintained.
	Non-compliance of GDPR	2	2	Med	Annual registration with DPO. Data is under constant review, <b>further GDPR training for Clerk and Councillors would be beneficial.</b>
	Loss of Data and Information	1	3	Med	Insurance cover. Sum insured £10,000 Business Interruption Cover. All documents backed-up to OneDrive and password protected.
	Failure to comply with legislation and/or regulations	1	2	Low	Further training available and encouraged for all Councillors and Clerk. New Councillors given Good Councillor Guides. Standing Orders, Code of Conduct and Scheme of Delegations to Clerk reviewed annually. Clerk is CiLCA qualified and seeks professional advice when necessary. Procedures in place for production, distribution and publication of Agenda and Minutes. Transparency documentation published on website regularly.
	Loss of important paper documents	1	1	Low	Copies of important document, deeds held at Solicitors, archive copies at County Records Office, new documents digitalised.
Staffing, Volunteers and Employment	Non-compliance with Employment Law	1	2	Low	Members of NALC who provide updates. Council have appropriate training budget in place Clerk and Councillors to attend any relevant courses regarding employment. Appropriate policies in place and annually reviewed by Council. Clerk to be CiLCA qualified or encouraged to obtain CiLCA in first 2 years of employment.
	Inadequate Staffing resources	1	2	Low	Employment contracts with notice periods. Monitor sickness. <b>Annual Staff Appraisals need to be conducted (this has been delayed due to Covid-19)</b>
	Non-compliance with Inland Revenue	1	2	Low	Salaries checked by Council and Clerk uses Basic Tools to calculate PAYE.
	Health and Safety failure	1	2	Low	Clerk to complete a DSE Self-Assessment for Home Office. Risk Assessments carried out on all duties and locations for Volunteer work. Volunteer Induction and training policies introduced.
	Failure to protect the health and wellbeing of staff, contractors, and public	1	2	Low	Appropriate staff/contractors/volunteers to receive health and safety training where needed. Risk Assessments carried out
	Personal injury	1	2	Low	Lone working policy in place. Health and Safety Policy in place.
Democratic Representation	Chair unable to attend Civic Event	1	1	Low	Vice-chair or alternative Councillor sent to represent the Council or apologies sent on the Chair's behalf.
	Loss or Damage to Civic Regalia	1	1	Low	Regalia insured.
	Registers of Interests and gifts and hospitality	1	1	Low	Register of interests completed and reviewed at the Annual Parish Council Meeting. Gifts and Hospitality register in use.

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Risk Scoring Matrix

		SEVERITY →		
		1	2	3
LIKELIHOOD ↓	1	<b>LOW</b> - 1 -	<b>LOW</b> - 2 -	<b>MEDIUM</b> - 3 -
	2	<b>LOW</b> - 2 -	<b>MEDIUM</b> - 4 -	<b>HIGH</b> - 6 -
	3	<b>MEDIUM</b> - 3 -	<b>HIGH</b> - 6 -	<b>HIGH</b> - 9 -

	Immediate Action Required
	Consider Action and Contingency Plan
	Keep under review

**Adopted:** 4<sup>th</sup> November 2021

**Reviewed:** 3<sup>rd</sup> November 2022

**Next Review:** The Risk Management Scheme is an active document to be reviewed at least every 12 months or sooner if there is a change to the level of risk, or the Council provide a new asset or service which requires amendments to the scheme.