**This is an example of a simple scheme. It uses slightly different headings to that which we are recommending in the presentation. However, it is still reasonable and may be a good example for a smaller council to us.**

RISK MANAGEMENT SCHEME

………………………………… Council

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| --- | --- | --- | --- |
| **CATEGORY/AREA** | **RISK** | **LEVEL** | **MITIGATIONS** |
| **FINANCE** |  |  |  |
| Bank & Banking | Inadequate checks  Bank mistakes  Loss  Charges  BACS payments | Low  Low  Low  Low Medium | Council applies the requirements of the Financial Regulations which are reviewed annually. Bank mistakes are dealt with as and when they arise and are identified as a result of monthly reconciliation. Annual audit process ensures that proper accounting processes are kept. There is a comprehensive policy in the Council’s financial regulations for the effective management of electronic payments |
| Savings accounts | Loss of passbook | Low | Passbooks kept in fireproof cabinet and updated regularly |
| Cash | Loss through, theft or dishonesty | Medium | Cash is banked on the date of receipt. There is no petty cash or float. Fidelity insurance is in place. |
| Direct Costs  Debts | Goods not supplied but billed  Incorrect invoicing  Cheque payable incorrect  Loss of stock  Unpaid invoices | Low  Low  Low  Low  Low | The Council complies with its financial regulations. No payment is made for goods not received or services not supplied. All invoices are checked for accuracy. Cheque payments are signed by two Councillors or Councillor and Clerk, usually at Council meetings and are checked against the payments schedule. The Council generally does not hold stock but buys in as required. Any unpaid invoices are chased and there is no evidence of bad debt. |
| Credit Card | Loss of card  Fraudulent use | Low  Med | The card is stored in a locked cabinet when not on the person of the Clerk. Card details are not stored on any online sites. Additional level of security activated for all online transactions. Account is reconciled every month. |
| Precept | Adequacy of precept  Precept requirement not submitted  Precept requirement not received by District Council | Low  Low  Low | Precept established by reference to budget developed by the Clerk and subsequently considered/approved by the Council. Budget developed by reference to previous year’s actuals, projected and budget figures and in consideration of future projects. Draft budget prepared November with budget/precept approval usually December. Submitted to …………… District Council in December following Districts request. Precept received in two payments, May and October. |
| Financial Recording | Inadequate records  Financial irregularities | Low  Low | Internal Audit Committee reviews financial records, minutes etc twice a year. Bank reconciliations and payments/receipt schedules are produced for each meeting and payments approved. Analyses of budget vs. actual are also provided periodically. The Responsible Financial Officer is responsible to ensure proper procedure is followed. |
| Election Costs | Risk of election costs | Low | Covered by budgeted sum set aside to reserves |
| Legal Powers | Acting Ultra Vires | Med | Clerk and Councillor training. All activity and payments resolved/agreed and recorded. |
| Insurance | Adequacy  Costs  Compliance | Low  Low  Low | Council has agreed a [5-year arrangement] with an insurance provider and reviews content ……………….. months prior to renewal. New assets are added to the policy immediately. |
| **PROPERTY** |  |  | (An asset register is maintained for all assets) |
| Play Equipment | Damage to equipment.  Injury to third party | Low/Med | Third party (Public) liability insurance and equipment insured.  Annual (ROSPA) and weekly inspections (by trained individual) of play areas ensures play facilities are well maintained and repaired as required. |
| Skate Park | Damage to equipment.  Injury to third party | Med/High | Third party liability insurance and equipment insured.  Daily litter pick to remove any glass etc. Annual and weekly inspections of skate park ensure facilities are well maintained and repaired as required. Notice displayed at park (guidance for safe use and who to contact in different situations). |
| Benches &  Street Furniture | Damage to item/injury to third party | Low | Third party liability insurance and furniture insured.  Regular inspection to identify any items needing repair or replacement. |
| Public Open Spaces | Injury to third parties | Low | Areas kept well maintained, grass and bushes cut back. Weekly walk through by clerk (or nominated councillor(s). Any reported problems acted upon quickly |
| Notice Boards | Damage to item/injury to third party | Low | Insurance and maintenance. Clerk to inspect when putting up notices |
| Trees | Possible danger to third parties from: low hanging branches, dead wood falling, dropping branches and collapse | Low/High | Third Party Liability Insurance.  An annual tree survey by arboriculturist provides a risk-based report on which the Council may act. Regular inspection by grounds maintenance contractor picks up ongoing issues. Any report from members of the public acted on swiftly |
| Christmas Lights | Damage to lighting installations. Erection of display and taking down. Electrical faults. Injury to third parties | Med | Lights included in Parish insurance. Erection and taking down carried out by competent qualified contractor carrying their own insurance. Installation tested for electrical safety each season. Guidelines and regulations followed in siting display. |
| **ACTIVITIES** |  |  |  |
| Members Interests | Conflict of Interests/Members acting outside of Nolan Principals | Med | A standing item on the agenda serves as a reminder to Councillors to declare pecuniary interests and conflicts of interest in meetings. Register of members interest forms are reviewed by Councillors, particularly when personal circumstances alter. |
| Storage of Personal Data | Data Protection Act compliance  Freedom of Information compliance | Med  Low | Staff training in this area. The Council is registered as a data controller under the DPA  The Council has a Publication Scheme which is reviewed annually. The Council’s document retention policy controls how long information is retained and disposed of. |
| Storage of Documents (Paper) | Loss from fire, water or other damage | Low | Essential documents now held in a fireproof secure cabinet. Arrangements in place to transfer old documents held in the attic to secure storage at archives. |
| Storage of Documents (Digital) | Loss of vital data, breach of data security | Med | The Council’s electronic records are stored on the Council’s computer(s). Backups are taken at regular intervals. All documents are backed up onto computers and on cloud storage. Passwords changed on a regular basis. |
| Events –  **[List them]** | Third party injury. Illegal activities bring Council into disrepute. Risks posed by moving vehicles and pedestrians sharing space | Low | Events covered by Council’s insurance policy. Risk assessment kept for all activities. Caterers required to provide copies of certificates etc. External groups required to have Public Liability Insurance. |
| Events - Bonfire | Third party injury. Risks caused by firework display and bonfire. Risks managing large crowd. Possibility of injury and illness to member of the public | High | Event very carefully planned. Insurance to cover public liability. Professional firework display company used with own insurance. Use of safety barriers to keep crowd at safe distance from fireworks. Fire Brigade in attendance to put out fire. First aiders and community first responders for public. Sufficient marshals with good communications to keep crowd safe. Emergency services informed of event. |
| Events - Market | Third party injury. Movement of vehicles in pedestrianised area | Low | Public Liability Insurance. Market superintendent employed to supervise setting up of market. |
| **EMPLOYEES** |  |  |  |
| Business Continuity | Risk of Council not being able to continue its business due to unexpected circumstances. | Low | The Council has a separate Business Continuity Plan |
| Staff Management | Actions undertaken by staff | Low | The Employment Committee acts as the employer for exercise of duty of care with regular review meetings. The Chairman of the Council meets with the Clerk/RFO on a weekly basis. |
| Staff Health | Injury at work or illness as a result of work |  | Employers Liability Insurance, Safe Working Policy to cover Lone Working. Risk assessments for all activities undertaken by staff. H&S policies including First Aid for staff, manual handling, Safe use of Equipment and reporting of Incidents (RIDDOR and HSE) |

Date of Last Review…………………………………………… Next Review due ……………………………………….