

HORNINGLOW AND ETON PARISH COUNCIL – RISK MANAGEMENT PLAN 2017

Subject	Risks	L/M/H	Management/control	Review
Councillors	Losing councillor membership or having more than 8 vacancies at any one time	L	When a vacancy arises there is a legal process to follow. This either leads to a bye election or into a co option process. An election is out of the Parish councils control. The co option process begins with an advert, acceptance of applications, consideration of applicants and co option vote of a council meeting then appointment. If there are more than 8 vacancies at any one time on the council it becomes in quorate. The legal process of the Borough Council appointing members takes place	Existing procedures adequate
Precept	Adequacy of precept requirements	L	To determine the precept amount required, the parish council regularly receives budget update information and the precept is an agenda item at full council. At the precept meeting the council receives a budget update report, including actual position and projected position to end the year. The clerk informs council when the monies are received.	Existing procedure adequate
Financial records/standing orders	Inadequate records, financial irregularities	H	The council have financial regulations and standing orders which need reviewing. Terms of reference for sub committees to be agreed. Some financial regulations need reviewing.	Existing procedure inadequate
Bank and banking	Inadequate checks Bank mistakes	L L	The council have financial regulations which set out the requirements Bank statements are reviewed monthly Sufficient signatories on mandate	Existing procedure adequate

HORNINGLOW AND ETON PARISH COUNCIL – RISK MANAGEMENT PLAN 2017

	Loss of signatories	L		
Litigation	Potential risk of legal action being taken against the council	M	Public liability and fidelity cover in place	Existing procedure adequate
Reporting and auditing	Information commissioner	M	Council to audit regularly	Existing procedure adequate
Overhead/expenses	Goods not supplied but invoiced Cheque payable but incorrect Loss of stock	L	Council has financial regulations At each meeting invoices are checked by councillors	Existing procedure adequate
Grant requests	Receipt of grants	L	One off grants would come with terms and conditions. Grant application to be submitted.	Existing procedure inadequate
Best value accountability	Work awarded incorrectly	M	Normal parish council procedure would be to seek if possible more than 1 quotation either verbal and written. Financial regulation needs to be explored in relation to parish councillors being paid for work undertaken.	Existing procedure adequate
Salaries and associated costs	Salary paid incorrectly	L	Payroll bureau	Existing procedure adequate
Employees	Loss of key staff Fraud Health and safety	L	Continuity plan would be adhered to Staff provided with the relevant training	Existing procedure adequate
Election costs	Risk of election	H	Risk is higher in an election year	Existing procedure is adequate
Assets/portable	Loss or damage	L	An annual review of assets is taken	Existing procedure is adequate
Maintenance	Poor performance of assets	L	Assets owned by the parish council are regularly reviewed and maintained	Existing procedure adequate
Notice boards	Risk/damage/injury	L	Notice boards are inspected regularly by the clerk/councillors	Existing procedure adequate
Street furniture	Risk/damage/injury to third parties	L	Any damage is reported to the parish council/SCC	Existing procedure adequate

HORNINGLOW AND ETON PARISH COUNCIL – RISK MANAGEMENT PLAN 2017

Meeting location	Health and safety	L	Health and safety adequate	Existing procedure adequate
Allotment sites	No self managed committees	L	Annual inspections/regular contact with management committees	Existing procedure adequate