

HURST GREEN PARISH COUNCIL RISK MANAGEMENT SCHEME

| Subject | Risk(s) identified | H/M/L | Management/control of Risk | Review/Assess/Revise |
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| Precept | Adequacy of precept in order for the Council to carry out its Statutory duties | L | To determine the precept amount required, the Council receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costing's obtained by the RFO. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Rother District Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received. | Existing procedure adequate. |
| Financial Records | Inadequate records Financial irregularities | L L | The Council has Financial Regulations which sets out the requirements. These are reviewed annually and an internal auditor has been appointed who carries out an independent review of the financial controls every six months. | Existing procedure adequate Review the Financial regulations Annually. |
| Bank and banking | Inadequate checks Banks mistakes | L L | The Council has Financial Regulations which set out banking requirements Monthly reconciliation at Full Council meeting. Finance Regulations in place to formulate procedure. | Existing procedure adequate Existing procedure adequate |
| Reporting and auditing | Information communication | L | Financial information is a monthly agenda item (Finance Report and approval of monthly expenditure) and discussed/reviewed and approved at each | Existing procedures adequate. |

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| | | | meeting. HGPC do not have a separate Finance Committee. All expenses are approved at full council meeting. | |
| Councillors | Risk of being non quorate Risk of a claim towards a member who is acting within his or her powers for the Council. | L | To indemnify a councillor to protect the council against their actions. | Existing procedure adequate through Insurance. |
| Grants | Receipt of grant | L | Parish Council does not presently receive any regular grants. | Procedure would be formed, if required |
| Charges-rents receivable | Payment of rents | L | No charges or rents are received. | Procedure would be formed if required. |

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| Grants and support payable | Power to pay Authorisation of Council to pay | L | All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure. S137 Policy in place and reviewed annually. | S137 policy not in place. Clerk to action and ask Council to adopt. |
| Best value accountability | Work awarded incorrectly. Overspend on services. | L M | Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council. | Existing procedure adequate following finance regulations. Include when reviewing Financial regulations. |
| Salaries and assoc. costs | Salary paid incorrectly. Unpaid Tax to Inland Revenue. | L L | Financial Controls in place to pay Salary. HMRC Real Time is used to calculate salaries. Financial Controls in place to pay Inland Revenue. HMRC Real Time software in place. | Existing procedure adequate. |
| Employees | Fraud by staff Health and safety | L L | Requirements of the Insurance adhered to with regards to fraud. Fidelity guarantee in place through insurance. Internal audit mitigate the risk of fraud. Professional Indemnity Insurance is also covered. All employees to be provided adequate direction and safety equipment needed to undertake their roles. Health and Safety Policy in place plus lone working policy. | Existing procedures adequate. Monitor health and safety requirements and insurance annually. |

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| VAT | Reclaiming/charging | L | The Council has Financial Regulations which set out the requirements. | Existing procedures adequate |
| Annual Return | Submit within time limits | L | Employers Annual Return is completed and submitted online with the prescribed time frame by the RFO. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame. | Existing procedures adequate. |
| Legal Powers | Illegal activity or payments | L | All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly. | Existing procedures adequate |

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| Minutes/agendas/ Notices Statutory Documents | Accuracy and legality | L | Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the Councils Standing Orders. Minutes are approved and signed at the next Council meeting. Agenda displayed according to Councils Standing Orders. | Existing procedures adequate. Standing Orders adopted at the parish councils AGM. Draft minutes to be published within 2 weeks of the meeting taking place. Members adhere to Code of Conduct. Code of Conduct adopted at the parish councils AGM. Code of Conduct currently dated 2013? |
| | Business conduct | L | Business conducted at Council meetings should be managed by the Chair | |
| Members interests | Conflict of interests | L | Declarations of interest by members at Council meetings. | Existing procedures adequate. |
| | Register of members interests | M | Register of member's interests forms reviewed regularly. | Members take responsibility to update register. |

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| Insurance | Adequacy | L | An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place. | Existing procedure adequate – RFO arranges annual insurance review. Insurance reviewed annually. |
| | Cost | L | | |
| | Compliance | L | | |
| | Fidelity Guarantee | M | | |
| Data protection | Policy provision | L | The Parish Council adheres to data protection laws | Existing procedure adequate. Policy in place and on website? |
| Freedom of Information | Policy | L | The Council has a Model Policy scheme in place. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. | Monitor any requests made under FOI. Extra hour fees are chargeable to the person requesting. |
| | Provision | M | The Parish Council can request a fee to supplement the extra hours. All members have a hurstgreen.gov.uk email address. | Currently not all councillors use the HGPC gov.uk email address. |
| Election Costs | Risk to cost of an election | M | In the event of a councillor resigning during their term, the electorate have a statutory right to call an election. Scheduled elections are budgeted for over the course of four years. Unexpected election costs are held in earmarked reserves. | No earmark of election fees over 4 years currently in place. RFO to recommend to Council to put in place. Unexpected election costs are not held in earmarked reserves. |

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| PHYSICAL EQUIPMENT OR AREAS | | | | |
| Assets | Loss or damage | L | An annual review of assets is undertaken for insurance provision | Existing procedures adequate. Clerk to confirm asset list is correct. |
| | Risk/damage to third party (i.e.) property | L | | |
| Maintenance | Poor performance of assets or amenities | L | All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured. | Existing procedures adequate. Relevant risk assessments in place? |

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| Notice Board | Risk of damage | L | The Parish Council currently has one notice board. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. | Existing procedures adequate |
| Meeting locations | Adequacy Health & Safety Policy | L M | The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, RFO, members and the general public. Due to Covid 19 (Coronavirus) 2020, Parish Council meetings have been held virtually using Zoom with a log in being provided for members of the public on request to the Clerk. | Existing procedures adequate |
| Council records – paper | Loss through: Theft Fire damage | L M L | The copies of the Parish Council paper records are stored at the Parish Office. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored securely in a locked office. | Damage (apart from fire) and theft is unlikely and so provision is adequate. |
| Council records – electronic | Loss through: Theft, fire damage or corruption of computer | L M | The Parish Council electronic records are stored on the Council computers Offsite Back-ups of electronic data is made at regular intervals and also to external hard drive weekly. | Existing procedures considered adequate |

| Risk | Level | Control | Review/Assess/Revise |
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| Protection of physical assets | M | Assets are insured, with the value increased annually. Insured by Zurich and reviewed annually by the RFO with full council approval. | Existing procedures adequate |
| Security of buildings, equipment, etc. | H | Adequate Insurance cover and reviewed under fixed asset register annually. | Existing procedures adequate |

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| Maintenance of buildings, playground, etc | M | The Parish Council leases the community shop. The Parish Council owns , Lodge Field (playground), trustees for Drewetts Cricket Field and 999 lease of Stage field. Annual playpark inspection by ROSPA. | Existing procedures adequate. |
| Banking | M | Bank accounts are held with HSBC Bank . | RFO setting up dual authorisation for online banking. |
| Risk of consequential loss of income | L | Computers backed up daily using OneDrive and weekly external hard drive. | Existing procedures adequate. |
| Loss of cash through theft or dishonesty | L | Receipts issued and tight financial auditing with internal and external annual auditors. Financial transactions BACS/cheques with secondary signature by the Chair. No petty cash held. Monthly Full Council meeting. Bank reconciliation and bank statements reviewed by two Cllrs. Dual authorisation on cheques/BACS payments. | Existing procedures adequate. |
| Financial controls and records | M | Monthly reconciliation prepared by RFO, signed by The Chairman. Two signatories on payments. Monthly Full Council meeting. Bank reconciliation and bank statements reviewed by two Cllrs. Dual authorisation on BACS/cheque payments. As per Financial Regulations. | Existing procedures adequate once face to face meetings proceed in June 2021 |
| Compliance with HMRC rules | M | VAT claims calculated by the financial package and checked by the RFO. | No financial package in place – done manually via excel. |
| Sound budgeting to underlie annual precept | M | Full Council receive detailed budgets in late autumn. Precept is derived directly from this. Budget setting annually. Budget working party meet in early January of each year. Budget monitoring reported monthly to Full Council. | Existing procedures adequate. To follow financial regulations. |

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| Complying with borrowing regulations | L | NALC Borrowing Checklist policy HGPC has one borrowing with PWLB. Borrowing repaid bi-annually and reported in AGAR and Accounting Statements. Inspected by internal and external auditors. | Existing procedures adequate. |
| Risks to third party, property or individuals | M | Open spaces checked regularly. Trees investigated when damage reported. Any reported injury is investigated and reviewed. annually. Records held by Clerk and compliance under Data Protection Act 1998. Separate CV-19 risk assessment in place for access to Playground. | Existing procedures adequate. |
| Legal liability as a consequence of asset ownership | | Maintenance contractors. | Annual subscription paid by HGPC |
| Compliance with employment law | M | Membership of SLCC and SALC | |
| Comply with Inland Revenue requirements | M | Regular advice from Inland Revenue, internal auditor carries out annual checks | |
| Ensuring activities are within legal powers | M | Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary. Clerk & RFO attend periodic training updates and receives SALC and LGA advisories | |
| Registers of interests | L | Register of interests completed and available to view on Parish Council website. | |
| Loans made to outside bodies | M | Parish Council's Policy applies - approved by full council. HGPC currently has no loans to outside bodies. | |