

# Darrington Parish Council

## Risk Management Scheme

CATEGORY	RISK	LEVEL	MITIGATIONS	RISK SCORE
<b>FINANCE</b>				
Bank & Banking	Inadequate checks	Low	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	3
	Bank mistakes	Low		4
	Loss	Low		4
	Charges	Low		2
	BACS payments	Medium		9
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.	1
Direct Costs Debts	Goods not supplied but billed	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.	3
	Incorrect invoicing	Low		4
	Cheque payable incorrect	Low		5
	Loss of stock	Low		5
	Unpaid invoices	Low		4
Precept	Adequacy of precept	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 Wakefield District Council in January following Districts request. Precept received in one payment in April.	4
	Precept requirement not submitted	Low		4
	Precept requirement not received by District Council	Low		4
Financial Recording	Inadequate records	Low	Internal Auditor reviews financial records, minutes etc once a year. Bank reconciliations and payments/receipt schedules are produced for each meeting and payments approved. Analyses of budget vs. actual are also produced for each meeting. The Responsible Financial Officer is responsible to ensure proper procedure is followed.	4
	Financial irregularities	Low		4
Election Costs	Risk of election costs	Low	Covered by budgeted sum set aside to reserves.	4
Legal Powers	Acting Ultra Vires	Med	Clerk and Councillor training. All activity and payments resolved/agreed and recorded.	6
Insurance	Adequacy	Low	Council has an annual policy with an insurance provider and reviews content annually prior to renewal. New assets are added to the policy as-and-when necessary	4
	Costs	Low		4
	Compliance	Low		4

CATEGORY	RISK	LEVEL	MITIGATIONS	RISK SCORE
<b>PROPERTY</b> (An asset register is maintained for all assets)				
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.	4 Low
Stone Planters	Damage to item/injury to third party	Low	All placed within 30 speed limit. Third party liability insurance. Regular inspection to identify any repair needed.	9 Medium
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	6 Low
Bus Shelter	Damage to item/ injury to third party	Medium	Third party liability insurance. Regular inspection to identify any repair needed	9 Medium
Notice Boards	Damage to item/injury to third party	Low	Insurance and maintenance. Tto inspect when putting up notices	
Dog Waste Stations	Damage to item/injury to third party	Low	Third party liability insurance, regular emptying & checking to identify any issues	1 Low
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 persons, with correct equipment. Installation tested for electrical safety each season. Guidelines and regulations followed in siting display.	10 Medium
Telephone Kiosk & Defibrillator	Damage to item	Low	Nominated Cllr inspects & checks on a regular basis, liaising with emergency services.	6 Medium
Jubilee Tree & Tree Guard (Village field) Garden Club sign (bottom A! north slip)	Damage to item/ injury to third party	Low	Third party liability insurance. Regular inspection to identify any issues.	1 Low
<b>ACTIVITIES</b>				
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.	6
Storage of Personal Data	Data Protection Act compliance Freedom of Information compliance	Med	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.	6
		Low		4
Storage of Documents (Digital)	Loss of vital data, breach of data security	Med	The Council's electronic records are stored in the Cloud on Google Drive.	6
Events	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.	4
<b>EMPLOYEES</b>				

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	N/A	The Council does not have any staff.	
Staff Health	Injury at work or illness due to work	N/A	The Council does not have any staff.	

Date of Last Review.....30 March 2023.....

Next Review due .....March 2024.....