

Wingate Parish Council

Asset And Resource Risk Management Policy and Plan at November 2019

Risk Management Policy

The recognition and management of risk is integral to the Council's stewardship of their assets and resources and the effective and efficient discharge of their duties and responsibilities to the community.

Risk management is a continuous process and Wingate Parish Council is committed to identifying and managing risks both financial and non-financial, using the following procedures and to ensuring that risks are maintained to an acceptable level. Any action that is felt necessary to undertake to reduce risks will be done by Wingate Parish Council.

The Clerk is responsible for advising the Council on risk assessment and for conducting his duties in a manner which avoids undue risk to the Council.

The Parish Council is responsible for the management of risk in accordance with this policy and plan.

Risk Management Plan

The Plan defines how the Council will manage identified risks and will be reviewed as part of the annual budgetary process. It covers particularly the management of the Parish Council's assets and resources.

Risk management is not a process of avoiding risk but seeks to identify risk and assess its implications in order to decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

The Plan therefore identifies key areas of risk and the appropriate measures to mitigate the risk, which fall into the following areas-

- Risks which may be covered by insurance
- Risks which may be subject to self-management procedures
- Risks which are covered by internal control set out in financial regulations or by internal audit assurance.

Category & type of Risk	Risk managed through insurance	Self management of risk	Internal Control or Internal Audit Assurance	Update/Action Taken	RAG
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Assets/Buildings and Equipment					
Protection against damage to or loss of physical assets	Buildings and equipment are insured under the Council's Insurance Policy.	Security doors provided on the football changing rooms.	An asset register is maintained by the Clerk and reviewed on an annual basis by the Council	All items of equipment are insured and included in the policy renewed in May 2018.	G
Inventory items are stolen or misappropriated	Assets are re-valued every 8 years to ensure that they are insured at full market value or replacement cost	CCTV and alarm systems in place		Bowls pavilion and welfare unit fitted with alarm systems, ongoing monitoring of CCTV by external company	G
		Equipment stored in locked storage areas		Inventory of all equipment prepared and submitted as part of the 2018 insurance renewal. New equipment purchased as a result of the review.	G
Inventory items are over provided		Regular check is undertaken to ensure that the physical items agree to the items listed on the inventory.			
Legal Liability as a consequence of owning assets	The Council has a Public Liability Insurance up to £5,000,000	Regular inspections/risk assessments of physical assets by the Clerk Regular maintenance of physical assets by the Park Keeper	Ongoing review	Policy updated and reviewed on an annual basis. Pit wheel, planters, CCTV columns added to the insurance as a result of ongoing assessment.	G
Suitability of Machinery	Ongoing reviews to ensure the Council has appropriate machinery and equipment to enable the Park Keeper to undertake his role		Machinery register is held by the Clerk which is prepared by the Park Keeper covering main items	Review undertaken in Spring 2018 resulting in purchase of new trailer, rotary mower, line marker and agreement to purchase new hand tools. Ongoing reviews to be undertaken.	G
Finance					
Precept- adequacy of precept		Sound budgeting process in place-	Internal audit assurance	Budget monitoring to be undertaken by the full Parish Council on a regular basis. Includes bank reconciliations completed when bank statements are available.	G

		<ul style="list-style-type: none"> Regular review of income and expenditure by Clerk, Chair and Vice Chair with regular reports to Parish Council Detailed preparation of precept by Clerk in consultation with Chair and Vice Chair 			
Precept and Budget Management- Risk of Over Spend and Lack of Reserves		Ongoing budget management with regular bank reconciliation update to Parish Council	Ongoing review	Parish Council advised of significant risk of over spend in 2018/19. Spending controls put in place including short term staffing reduction. Reserves remain very low and the Parish Council is at risk should an emergency situation arise	R
Insurance		Annual review of insurance arrangements undertaken.	Ongoing review	Ongoing- See earlier comments	G
Bank and Cash					
Theft & misappropriation	The Council has Fidelity Guarantee cover of up to £160,000		Procedures set out in Financial Regulations together with Internal Audit assurance	In place	G
Non Receipt of Income		The Council maintains a register of allotment holders and organisations using council facilities		Parish Council receives very little income and so non-receipt is a very minor risk. However, it is monitored by the Clerk.	G
Cheques lost or stolen		Cheques books are kept under the control of the Clerk and cheques are used sequentially and reported to each Parish Council meeting		All cheques require 3 signatures. Cheques will continue to be reported on a monthly basis to the Parish Council on a sequential basis. Cheque signatories updated in September 2015.	G
Cash lost through theft or		The Council has no petty cash or float. Any cash		N/A	

dishonesty		transactions received by the Clerk are fully received			
Payments					
Best Value not achieved		Financial Regulations include the requirement to seek quotations and tenders and where the lowest quote or tender is not accepted	Procedures set out in Financial Regulations together with Internal Audit assurance	Parish Council seeks quotes where appropriate although it undertakes very little expenditure that requires competition. Quotes were sought for recent fencing works but there is little need.	G
Illegal / Fraudulent payments are made		All payments are listed sequentially in Parish Council minutes and cheques are signed by two members with the stubs initialled by signatories and the Clerk		Monthly review and reporting of all payments including evidence in minutes. Formal bi-monthly review and reconciliation of payments, invoices, cheque etc commenced in 2014 and has been ongoing since	G
Duplicate payments				Formal bi-monthly reviews of all payments, invoices, cheque books etc.	G
Unauthorised payments are made					
Goods ordered for own use		All goods supplied must be ordered on some form of official order i.e. letterhead, email			
Invoices not paid on time resulting in loss of cash discounts		The Clerk is responsible for preparing invoices for submission to Members for payment within the most beneficial timescale			
VAT is not accounted for resulting in a loss of income to the Council		The Clerk as RFO is responsible for completion and submission of VAT returns			
Maintenance of Accounting Records					
Financial Records are lost or corrupted		Clerk keeps financial records electronically on the Parish Council's computer but are backed up and stored separately	Past and current financial accounts are also held by the Internal Auditor.	Electronic and paper copies are kept.	G

Failure to maintain up to date accounting records resulting non compliance with legal requirements		Annual Return is completed and signed by the Chairman and Clerk of the Parish Council, submitted to the Internal Auditor for completion and signing and forwarding to the External Auditor within the appropriate time scale	Internal audit assurance	Bi-monthly reports to the Parish Council and the annual independent internal audit.	G
Inaccurate financial data hinders proper budget preparation		Bank reconciliations are prepared on at least a monthly basis whilst regular budget monitoring undertaken.	Internal audit assurance	Completed on an ongoing basis from 2014 when receipt of bank statements allow reconciliations to be undertaken.	G
Governance					
Ensuring the proper use of funds granted to local communities under specific powers or Section 137		Grant applications are considered and approved by the Parish Council and are minuted and recorded accordingly within the accounts	Internal audit carries out the testing of expenditure from Council minutes	Section 137 payments are identified within the annual precept. This is to continue. Clerk to seek independent advice when required which is available from the Durham Association of Parish and Town Councils.	G
Proper, timely and accurate reporting of council business		Parish Council minutes are prepared by the Clerk and distributed to members in advance of the subsequent meeting where they are verified and signed.	Ongoing review	Minutes and agendas distributed 5 working days prior to meetings.	G
Freedom of Information Act		The Parish Council has a model publication scheme for Local Councils in place	Ongoing review	Recognised by the Parish Council that a policy needs to be adopted. Clerk to liaise with DAPTC regarding the adoption of a model policy.	G
Register of Members		Register of Member's interests maintained by	Ongoing review	This information has also been submitted to Durham CC. There is no historic evidence of gifts or hospitality.	G

interests together with gifts and hospitality are accurate and up to date		the Clerk			
Council Records- loss through theft, fire or damage		Papers both current and archived are kept securely at the Clerk's home	Ongoing review	Paper and electronic copies to be kept with immediate effect.	G
Legal Powers – illegal activity or payments		All activity and payments made within the powers of the Parish Council as advised by the Clerk– Clerk to clarify legal position or seek advice if necessary where uncertainty exists	Ongoing review	Member training undertaken in April 2015 to update Members on roles, powers and duties. Training delivered by DAPTC with slides issued to Members. Good Councillor Guide issued. Chairmanship training offered to all Members in October 2019.	G
Non-compliance with employment law		All payments and returns are made through Durham County Council	Ongoing review	Durham CC act as HR advisors to the Parish Council.	G
Officials Indemnity- cover for Members and Clerk for any negligent act, accidental error or omission committed	Official Indemnity cover of up to £5,000,000		Ongoing review	Annual ongoing reviews of the Parish Councils insurances.	G
Allotments					
Risk of breach of tenancy agreements		Managed by the full Parish Council	Ongoing review	New tenancy agreements issued in April 2015 and signed by all tenants.	A
Risk of sub-letting/sale of allotments			Ongoing review	A number of problem allotments have been removed and there are still further problems being encountered at Woodmans Cottages Site. Ongoing discussions regarding the potential sale of the site.	
Risk of illegal activity			Ongoing review		
Risk of significant			Ongoing review		

legal/court costs					
Park					
Risk of anti-social behaviour		Managed by Park Keeper and Clerk	Ongoing review	CCTV installed. Ongoing park inspection by Park Keeper. Ongoing liaison with the Police	G
Risk of needing to replace main water pipe		Managed by Park Keeper and Clerk	Ongoing review	Park is served by an old lead water pipe which has been repaired several times over the previous few years. Advice has been should a major burst occur the whole pipe could need replacing which stretches throughout the Park. It would be very expensive to undertake.	A
Staffing					
Risk of lone working	Action of Clerk and Parish Council to appoint part time assistant	Recruitment process commenced immediately following resignation	Ongoing review	Contract of part time assistant extended until further notice. Employee now works 16 hours per week 52 weeks per year. However, employee laid off during January to March 2019 period. Full time employee advised of risk of lone working and not to be on site when dark. There will be a further recommendation to lay off part time assistant.	G
Risk of lack of welfare facilities	Action of Clerk and Chair and Vice Chair to review facilities	Review undertaken and agreement reached to provide permanent welfare facilities	Ongoing review	Existing brick storage unit modified to create a dedicated welfare facility including toilet, hand basin, rest area and storage facilities. Facility works well and is benefitting staff.	G

Draft at 21 October 2019