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| **Aldborough & Thurgarton Parish Council Risk Management Scheme** | | |
| The following risk management table identifies as far as possible, the risks facing Aldborough & Thurgarton Parish Council, assesses those risks, addresses the risks and allows for reviewing annually.  A simple risk assessment matrix is used to calculate likelihood and impact as recommended good practice in Governance & Accountability 2016 published by the Joint Practitioners Group as follows:   |  |  |  |  | | --- | --- | --- | --- | | Highly Likely (3) | Medium (3) | High (6) | High (9) | | Possible (2) | Low(2) | Medium (4) | High (6) | | Unlikely (1) | Low (1) | Low (2) | Medium(3) | |  | Negligible (1) Impact | Moderate (2) Impact | Severe(3) Impact | | | |
| **Service Area** | **Risk** | **Action** |
| Insurance  Insurers:  AXA Insurance through  Came & Company Local Council Insurance  Policy No: RGBDX6962034  Expiry date 31st May 2020 | Assets:  The Green  Play Equipment  Street Lights  Notice Boards  Village Sign  Seats – 7  Picnic Tables - 4  Wine Press  Computer  Money and Assault  Employee Dishonesty  *Medium risk* | Insured – all risks including theft.  *Keep insurance cover under review*  *Continue annual safety inspection of council assets* |
|  | Loss of Revenue  *Low risk* | Insured £10,000  *Keep under review* |
|  | Legal Liabilities  Employers Liability  Public & Products Liability  Hirer’s Indemnity  Official’s Indemnity  Libel and slander  Fidelity Guarantee  Employee personal accident  Commercial Legal Expenses  Key person  *Medium risk* | Insured £10,000.000  Insured £10,000,000  Insured £5,000.00  Insured £500,000  Insured £500,000  Half precept + all reserves  *Keep cover under review* |
| **Service Area** | **Risk** | **Action** |
| Financial | Irregularities  Clerk salary paid incorrectly  *Low risk* | The PC has adopted Financial Regulations, reviewed annually. Cashbook, reconciliations, list of payments and budget is presented at every meeting. Internal auditor appointed annually by Parish Council  Clerk backs up regularly. Bank card reader in locked cabinet.  Parish Council uses HMRC PAYE tools, where income tax, etc. calculated.  Salary payments approved at meetings  *Continue as above* |
| Administration | Loss of computer records, including accounts, correspondence, policies, allotment records, PAYE, minutes, agendas.  Misuse of computer/hacking  Clerk working from home  *Low risk* | Clerk backs up regularly and keeps hard copies  Computer used solely by Clerk for Parish Council business. Password protected. Virus protected.  Clerk has business cover on home insurance. Parish Council insurance as above.  *Continue backing up regularly, keep virus protection up to date* |
| Data Protection & Freedom of Information | Breach of Acts  *Medium Risk* | Policies held by Council published on website  Clerk is Data Protection Officer  *Onward training for Parish Councillors and Clerk to ensure compliance* |
| Members’ Interests | Criminal Offence  *Low Risk* | Item for Declarations on every Agenda. Dispensation request forms taken to every meeting by Clerk.  *Clerk to continue to remind Councillors of their obligations* |
| **Service Area** | **Risk** | **Action** |
| Business Continuity | Due to unexpected accident or illness of Clerk  *Medium risk* | Key person insurance cover  Backup USBs kept  Parish Council owns Computer  *Build up budget to allow for locum clerk* |
| Outside Services | Garden Guardian used for grass cutting  Safety considerations  *Low risk* | Public liability insurance in place  *Check contractor’s public liability* |
| Prepared by Clerk 3rd December 2019 | Approved 6.1.20 | Review: Annually at Parish Council Annual Meeting |