



Manston Parish Council

Chairman: Mr Guy Wilson
 Parish Clerk – Mrs Caroline Flynn, 2 The Boulevard, Westgate, Kent CT8 8EP
 Email: manstonparishcouncil@gmail.com

Manston Parish Council Risk Assessment Schedule 2023-24

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation’s ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Audit Commission – Worth the Risk: Risk Management in Local Government (2001:5)

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be fully eliminated, it has in place a strategy that provides a structured and systematic process and focuses the approach to managing risk, which:

- Identifies the subject.
- Identifies what the risk may be.
- Identifies the level of risk.
- Evaluates the management and control of the risks and records findings.
- Reviews, assesses and revises procedures if required.

MANAGEMENT

Subject	Risk(s) Identified	H / M /L	Management / Control of Risk	Review / Assess / Revise
Business Continuity	Council not being able to continue its business due to unexpected or tragic circumstances	L	All files and recent records are kept in the Clerk’s home office. There is a back-up of files held on the OneDrive and a back up daily by flash drive. In the event of the Parish Clerk being indisposed, the Chairman can access electronic and paper files.	Ensure procedures below are undertaken.
Meeting Locations	Adequacy and Health & Safety	L	Meetings are held in Manston Village Hall which has Hall Mark Level 11. The Chairman holds the keys. In the event of the Chairman being indisposed, the Clerk also is able to access the keys to the MVH via the Manston Village Hall standard arrangements for hirers.	

			<p>Premises and facilities are considered suitable for the Clerk, Councillors and any Public who attend from a Health & Safety & comfort aspect.</p> <p>In the event that physical meetings cannot be held, the council is able to meet via electronic means hosted by the Clerk or the Chairperson.</p>	
Council Records	Loss through theft, fire or damage	L	Papers, both current and archived, are held in locked cabinets in the Clerk's office. Archived papers are kept in locked storage cupboards at the Manston Village Hall. This building has adequate security.	Damage and theft unlikely and so provision is adequate.
Council Records Electronic	Loss through damage, fire, corruption of computer.	M	To protect against viruses, the computer has security programmes which are regularly updated. OS updates are operator initiated after manual prompting, allowing time for any bugs in fixes to be remedied. Back up takes place daily on the OneDrive and flash drive daily.	Review regularly.

FINANCE

Subject	Risk(s) identified	H / M / L	Management / Control of Risks	Review / Assess / Revise
Precept	Adequacy of Precept	M	Sound budgeting to underpin annual Precept. The Parish Council receives twice yearly budget updates. Information and detailed budgets in the late autumn. The Precept is an Agenda item at the January or February meeting.	Existing procedures adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	A 3-yearly review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are statutory requirements. Review due in May each year.	Existing procedures adequate.
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for cheque transactions, standing orders, internet banking and reconciliation of accounts and are reviewed and minuted should there be a change of signatories.	Existing procedures adequate.
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Any transactions made by the Clerk/RFO personally will be refunded by bank transfer. Any cash received will be banked promptly.	Existing procedures adequate.
Financial controls and Records	Inadequate checks	L	Monthly reconciliations are prepared by the Clerk and are signed by a councillor. There will be six monthly internal audits. Two signatories on cheques or two authorisations on internet banking transaction. Financial obligations must	Provisions for urgent obligations are in place via the Finance Regulations.

			be agreed and Minuted before any commitment. All payments must be agreed and Minuted.	
Freedom of Information Act	Not responding according to statutory requirements	L	The Council has a Freedom of Information / Publication Scheme in place. The Clerk is aware of the requirement to ensure the website is utilised to make available to the public all policy documents and Minutes as standard procedure.	Existing procedures adequate.
GDPR	Not meeting statutory requirements	L	The Council has an Information and Data Protection Policy in place. The Clerk is aware of the requirements to ensure that consent is obtained for the use, retention and security of data.	Existing procedures adequate.
Clerk	Loss of Clerk Fraud Salary paid incorrectly	L L L	Councillors would be able to manage the basic business and make temporary arrangements to cover essential work until a new clerk was recruited. All passwords to be held by Chairperson. The requirements of the Fidelity Guarantee insurance must be adhered to. Atlas payroll services calculates all salaries and deductions and the clerk checks upon receipt of the payslip.	Existing procedures adequate See above checks.. Existing procedures adequate.
VAT	Reclaiming / charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate.
Annual Return	Not submitted within time limits	L	Annual Return is submitted to the Internal Auditor for completion and signing, then signed by the Council and sent to the External Auditor within the time limit.	Existing procedures adequate.

ASSETS

Subject	Risk(s) Identified	H / M / L	Management / Control of Risk	Review / Assess / Revise
Street Furniture and Playground Equipment	Damage to play equipment and benches etc.	M	An Asset register with photos of property is kept up to date and insurance is held at the appropriate level for all items. Weekly written checks are made of the play equipment by a volunteer and passed to the Clerk monthly. Any problems are reported immediately for action.	Existing procedures adequate.

LIABILITY

Subject	Risk(s) Identified	H / M / L	Management / Control of Risks	Review / Assess / Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council are to be agreed and Minuted with reference to the legal power being used. Powers are listed in the budget.	Minuting of powers from April 2018
Minutes / Agendas / Statutory Documents	Accuracy and legality.	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements.	Existing procedures adequate.
	Non-compliance with statutory requirements	L	Minutes are approved and signed at next meeting. Where physical meetings are not able to take place, the minutes will be signed as soon as physical meetings can take place. Draft minutes are to be destroyed once ratified including those on the web-site. Minutes and agendas are displayed according to legal requirements.	Existing procedures adequate.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken.	Existing procedures adequate.
Employer Liability	Non-compliance with employment law	L	Clerk to ensure that legislative changes are implemented and that NALC, SLCC and KALC Briefings are read, distributed to councillors and complied with.	Existing procedures adequate.
Legal Liability	Legality of activities	L	Clerk to clarify legal position on proposals and to seek advice if necessary.	Existing procedures adequate.
	Proper document control	L	Retention of document policy in place.	Existing procedures adequate.

COUNCILLORS' PROPRIETY

Subject	Risk(s) Identified	H / M / L	Management / Control of Risk	Review / Assess / Revise
Members Interests	Conflict of Interest	L	Councillors have a duty to declare any interest at the start of the meeting.	Existing procedures adequate.
	Register of Members Interests	L	Register of Members Interests forms to be reviewed annually.	Members to take responsibility to update their register.