PETROCKSTOWE PARISH COUNCIL

Risk Management Policy

Readopted on 16th May 2023

Readopted on 16th July 2024

Readopted on 15th July 2025

Readopted 21st July 2026

This document sets out Petrockstowe Parish Councils approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.

This Policy was adopted on 18th January 2022 and will be reviewed annually from May 2023.

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Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.
This document has been produced to enable Petrockstowe Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	M	At the council meeting to discuss the precept the Council receives a budget report, including the previous year end Budget report, the actual position and projected position to the end of year and indicative figures or costings 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	Existing procedure adequate

			to be the precept amount to be requested from TDC. The figure is submitted by the RFO in writing. The Clerk informs the Council when the monies are received.	
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review annually.
Bank & Banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements Regular reconciliations provided	Existing procedure adequate
Grants	Receipt of grant	L	Parish Council does not receive grants.	Create procedure, if required
Grants and support payable	Power to pay Authorisation of Council to pay	M	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.	Guidance reviewed annually
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice is to seek more than one quotation/tender 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 and included in Standing Orders and Financial regulations.
Salaries and assoc. costs	Salary paid incorrectly.	L	Clerks fixed hours are paid by Torridge District Council who then send a Salary Reclaim Invoice twice a year. TDC ensure that any NI and Tax payments are made to HMRC. Expenses are submitted at the council meeting for approval and paid to the Clerk.	Existing procedure adequate
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles.	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate.
Annual Return	Submit within time limits	L	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	Power to spend stated in minutes. Council informed as to legal powers.	Existing procedures adequate
Minutes/agendas/ Notices/Statutory Documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Existing procedures adequate. Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of member's interests forms reviewed annually.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities as necessity and a minimum of 2 quotes are considered by the Council when up for renewal. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. The Council is currently signed up to a 3 year LTA
Data protection	Policy provision	L	The Parish Council is registered with the Information Commissioner's Office (ICO).	Ensure annual renewal of registration (currently completed by Standing Order)
Freedom of Information	Policy Provision	L M	The Council has a Model Publication 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.
Assets	Loss or damage Risk/damage to third party property	L	An annual review of assets is undertaken for maintenance and insurance provision	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are annually reviewed and maintained as required. 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

Notice Board	Risk of damage	L	The Parish Council noticeboard is located on the outside wall of Baxter Hall and is regularly inspected	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L M	All Parish Council meetings are held Baxter Hall which is considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures considered adequate
Council records – paper	Loss through: Theft Fire damage	 L L L	The current Parish Council records are stored at the home of the Clerk. Historical records including correspondences, insurance, and bank records are stored in a locked filing cabinet or in accessible storage in the office at Baxter Hall. Some historical Minutes retained at the North Devon Records 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 laptop held at the Clerks home. All electronic data is also stored on OneDrive.	Existing procedures considered adequate