

Boughton Monchelsea Parish Council

RISK REGISTER

Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The Parish Council should identify potential risks then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible.

This document enables the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

| Subject | Risk | Responsibility | Management & Controls | Review & action required |
|---------------------------------|--|----------------|--|--|
| FINANCIAL | | | | |
| Precept and budget | Adequacy of precept | Councillors | To determine the precept amount required, the Parish Council regularly receives budget monitoring reports and the precept is an agenda item at the Council meeting every January | |
| | Requirements not submitted to MBC | Clerk | Submitted by the clerk to MBC following budget / precept approval and before the end of January | |
| Financial records and reporting | Inadequate records Financial irregularities | Clerk / Cllrs | Budget monitoring report, bank balances and breakdown of receipts and payments approval at each full Council meeting. The Council has financial regulations and a banking policy which set out the requirements | Review the financial regulations and banking policy annually |
| Insurance | Insurance not in place | Clerk | Process payment for annual premium promptly | |

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| | Inadequacy of insurance Cost increase | Councillors | Employers and public liability insurance is a necessity Out of Council's control | Review insurance provision annually Include % increase in budget |
| Annual return | Inaccurate or incomplete Submit within time limits | Clerk Clerk / Cllrs | Clerk to attend training / workshops as required. Submit to internal auditor for completion and signing Meeting held to approve accounts in time for sending to external auditor | Review dates on receipt of audit pack |
| Banking | Fraud Incorrect payments and bank mistakes | Clerk / Cllrs Clerk | Two signatories required on cheques and two authorisers for online banking payments. Clerk checks bank statements monthly The Council has financial regulations which set out the requirements for banking, cheques, online payments and reconciliation of accounts | Review bank mandate after a vacancy arises Review financial regulations and banking policy annually |
| Best value for works | Work awarded incorrectly | Clerk / Cllrs | The Council has financial regulations which set out the requirements and values for contracting works | Review financial regulations annually |
| Accountability | Overspend on services | | Project budgets to be closely monitored | |
| Election costs | Risk of an election cost | Clerk | Parish elections every four years. Costs only if a contested election and as such the Council should not seek to minimise these | Include sufficient reserves in budget for each election year |

| COUNCIL MANAGEMENT | | | | |
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| Councillors | Roles performed inadequately | Councillors | Councillors provided with adequate training, reference materials and access to assistance Membership of KALC | Review annually and on filling a vacancy Annual renewal |
| | Conflict of interest | Clerk/Councillors | Declaring of interests and consideration of dispensations by members at a meeting will remain on each agenda | |
| | Failure to attract candidates for councillor vacancies | Councillors Councillors | DPI forms to be maintained and reviewed regularly by Councillors Actively publicise Council activities and vacancies | Members take responsibility to update their DPI |
| Meetings and Process | Failure to achieve quorum at meetings | Councillors Clerk | Attend all meetings Issue meeting agenda promptly | |
| | Business conduct | Councillors/Chairman | Business conducted at council meetings should be managed by the Chairman according to Standing orders Chairman should be provided with training and guidance Members to adhere to Code of Conduct | Standing Orders reviewed annually Issued to councillors on election/co-option |
| | Lack of public participation | Councillors/Clerk | Ensure meetings are publicised on noticeboard Publish agenda and minutes on website Communicate verbally with | |

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| | | | <p>residents</p> <p>Ensure public participation on all agendas and make seating available</p> <p>Ensure links published for remote meetings</p> | |
| Statutory documents (Minutes, Agendas, Notices) | Accuracy and legality | <p>Clerk</p> <p>Clerk</p> <p>Councillors/Chairman</p> | <p>Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements</p> <p>Minutes and Agenda are published according to the Publication Scheme</p> <p>Minutes are approved and signed at the next Council meeting</p> | Review Publication Scheme annually |
| Employees (Clerk) | <p>Role performed inadequately</p> <p>Salaries and expenses incorrectly paid</p> | <p>Clerk/Councillors</p> <p>Clerk</p> | <p>Clerk has job description, Contract of Employment, adequate training, reference materials and access to assistance</p> <p>Clerks salary paid via standing order (with relevant PAYE and NI payments to HMRC), expenses claimed on a regular basis and presented with receipts to Council</p> | Annual review of Clerk Conditions of Employment |
| PHYSICAL EQUIPMENT/AREAS | | | | |
| Assets | Damage/injury to third party | Councillors | Public liability insurance held | Insurance cover and asset register reviewed annually |
| | Damage to assets | Councillors | Annual programme of inspection. | Insurance cover and |

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| | | | Maintenance/repair/replacement requirements identified and brought to attention of the Clerk. Urgent repairs to be discussed and agreed with the Chairman in accordance with Financial Regulations. Non-urgent repairs to be agreed at next meeting with updated Asset Register | asset register reviewed annually |
| Meeting location | Adequacy, Health and Safety risk | Councillors | Meetings held in Village Hall Premises considered to be adequate for the Council and public access/comfort Remote meetings are as dictated by COVID-19 restrictions | |
| Council records | Loss of paper records through theft, fire damage, etc. Loss of electronic records through data corruption, theft, etc. | Clerk Clerk | Parish records (historic and current) stored at the home of the Clerk and in the Parish Office Records stored on Clerks laptop backed up to Cloud via Google Drive | Consider sending historical records to Kent archive |