

# Hannington Parish Council Risk Register

This document should be read alongside Hannington Parish Council's Approach to Risk Management document.

Assessment date:	11/07/2012	Assessed by:	Chris Pottinger
Review date:	Due Sept 2012	Reviewed by:	Council
Review date:	Sept 2014	Reviewed by:	Council
Review date:	Sept 2015	Reviewed by:	Council
Review date:	Jan 2016	Reviewed by:	Council: reviewed but decisions deferred to February meeting...
Review date:	Sept 2016	Reviewed by:	Council

Aim 1: To improve the development, appearance, and environment in which we live; ensuring that these changes do not cause future harm.

1.1 To develop a Neighbourhood plan; involving local residents, businesses and organisations.

1.2 To develop and support business and economic activity in the parish; including the encouragement of local residents to use local services, and actively support the improvement of broadband and mobile services.

1.3 To support the work of village and voluntary organisations; through access to BDBC and parish grants, providing practical support where appropriate.

1.4 To work with the BDBC and HCC to provide safe, healthy and timely opportunities for recreation, leisure and education; by adding value to their statutory activities.

1.5 To promote a safer community through liaison with HCC Highways Dept, local Police and the Neighborhood Watch.

1.6 To improve and maintain public recreation space e.g. village green, Michael's Field, and the local footpath/bridleway network.

Aim 2: To be a strong voice on behalf of the local people and businesses, representing their views.

2.1 To communicate with our residents, relate their views, needs and aspirations to the appropriate statutory and non-governmental bodies. To work with these organisations to ensure services and future development are responsive to local needs.

2.2 To increase public involvement through being open, transparent and accountable to our residents by:

- a. providing a public forum at every Parish Council meeting,
- b. facilitating the Annual Parish Meeting,
- c. consulting those affected on planning applications and other matters,

- d. reporting our activities, finances etc through Noticeboards, the Hannington web site and the Hannington village email network; and seeking feedback.

2.3 To respond on time to all planning applications and other statutory consultations.

3 Aim: To be well managed; providing sound governance and financial management, and be an exemplar employer.

Objectives

3.1 To maintain up-to-date Governance documents e.g. Standing Orders, Financial Regulations, Risk Register, etc that comply with latest guidance and are fit-for-purpose.

3.2 To produce and circulate comprehensive and timely Council Agendas, Discussion Papers and Minutes to Cllrs and residents.

3.3 To reach sound decisions; taking into account all the information necessary.

3.4 To maintain detailed and accurate budget statements and financial records that comply with the Council's Financial Regulations, and to produce timely Final Accounts that are to the satisfaction of the internal and external auditors.

3.5 To ensure that the Council complies with Government rules and regulations as to its management eg, risk management, insurance cover, 'open government and transparency'.

Hazard/Risk	Consequence/ comment	Groups at risk	Established Controls	Further Actions	Residual Risk (High, Med, Low)
<b>3.4</b> Failure to ensure financial propriety	Fraudulent, or poor use of Council funds, not in line with Council objectives	Councillors and residents	The Council has in place Financial Regulations and procedures, updated in January 2016 based on new NALC Model. Clearly sets out the financial controls including two cheque signatories for all transactions and cheque stock being held by the Clerk.  The Council does not operate electronic banking.  Councillors are protected by £8,000 of fidelity insurance.  The Council does not hold petty cash.	Ongoing updates of FRs as new ones issued by NALC.	<b>Low</b>
<b>1.1, 3.3</b> Insufficient and/or suitably skilled Councillors	Council is unable to fulfil its duties as not quorate, or sufficiently skilled to discharge duties effectively	Residents	Currently the Council is at full compliment.  A broad range of skills and experience appear to be present, although a formal review has not been completed... <b>due Sept 2016.</b>  All Councillors are invited and encouraged to attend Hampshire ALC training events which may benefit their knowledge of the role of the Council and Councillors.	Complete a skills audit of those on the Council and consider any potential areas for development.  <b>Skills Audit included in Sept 2016 Agenda.</b>	<b>Medium</b>

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<b>AIM 1: All</b> Failure to deliver to BDBC and residents expectations	Complaints from residents, BDBC or statutory bodies.	Borough Council and Residents.	Local Borough Councillors are invited to meetings and circulated on all official Council business. Any issues that HPC should be considering are brought to Councillor's attention at the formal meetings.  All Councillors are active members of the community, and all subscribe to the email village communication where any issues are raised and can be dealt with as necessary.	There is no formal published Service Level Agreement, which clearly sets out the expectations of residents and the Borough Council. <b>OUTSTANDING: A simple but clear document to this effect should be produced and shared with residents eg cutting of village green.</b>	<b>Low</b>
<b>3.1,3.2, 3.3, 3.4, 3.5</b> Frequent changes in Clerk	Lack of continuity leading to ineffective meetings and clerking duties not being performed effectively	Councillors & Residents	The Clerk has changed twice in the last 2 years, and Council business has not been significantly affected due to the key Cllrs remaining. The existing Clerk has informed PC of his intention to resign.  HPC is a member of HALC, and as such is able to contact all other local Clerks with the view to obtaining an experienced Clerk either on an interim or permanent basis with skills and expertise.  Remuneration package reviewed in 2016 bringing salary in line with National Standards.	<b>The Chairman has agreed to advertise vacancy in Sept 2016. Clerk has agreed to continue in the interim, and provide adequate handover.</b>  <b>Documented procedures outstanding.</b>	<b>Medium</b>
<b>3.4</b> Risk of injury from Council assets eg Well Head.	Personal injury and/or legal claim on the Council	Residents, visitors and Councillors	Repairs to Well Head were completed in 2015.  Council Insurance includes public liability insurance.	<b>An elected member of the Council needs to inspect and report back to the Council on the safety of items on the Asset Register.</b>  At the annual formal review of the risk register the safety of said assets should also be checked and reported.  <b>Annual</b>	<b>Low</b>
<b>1.1</b> Development not in line with Village Vision	Negative impact on area of outstanding natural beauty and upsetting residents.	Residents	All plans within the Parish and significant plans in adjoining parishes are assessed and reported on by the Council within the consultation period. Most recently Kingsclere Quarry and Many Down dryer were both subject to discussion.	The Council needs to develop a Neighbourhood Plan now that National Guidance and BDBC Local Plan has been approved.  <b>Outstanding</b>	<b>HIGH</b>

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<b>1.5</b> Anti-social behaviour including traffic, theft and robbery	Upset for individuals effected and the whole community	Residents	The police communicate regularly with the parish through email newsletter which goes to all residents on the village email system.  Neighbourhood Watch in place to protect residents.  Road signs on Order (?) to increase awareness of the single track roads.	None	<b>Low</b>
<b>1.5</b> Ice and Snow on the roads during inclement weather encountered by pedestrians and vehicle traffic	Hannington is very exposed and road approaches are steep. Ice and snow on the roads puts both traffic and pedestrians at risk of injury or death.	Primarily residents then vehicle traffic	The parish council has identified the existing salt bins in the parish and surveys them annually for content and damage. Last reviewed 12 <sup>th</sup> January 2016 by JH.  Salt bin required at the South end of Hannington Village at the bottom of the hill on Summer Down Lane where traffic cannot gain entry to the village due ice or snow conditions.  The council has not been able to identify a practical control for those road areas where footpaths for pedestrians do not exist. However, it will log reported incidents where pedestrians have had a ' <i>Near-Miss</i> ' with traffic or have had ' <i>Accidents</i> ' that cause injury due to the adverse conditions.	Additional salt bins to be provisioned at the South end of the village - Track No. 21187840/Track No. 21196320 requests on 17th Nov 2015 and 12 <sup>th</sup> January 2015 <b><i>As at 25<sup>th</sup> Jan'16 Job No. 11037421 Salt Bin being progressed.</i></b>  Continue to discuss with HCC Highways to extend the road salting to the South end of the village at Oakley Rd. to <u>primarily</u> <u>benefit pedestrians</u> as footpaths do not exists on this highway.	<b>High</b>

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Isolation in extreme, particularly snowy weather.	Hannington is very exposed, and it is possible to be snowed in for many days putting at risk vulnerable and/or old people.	Residents	<p>The Village is very friendly and supportive of each other, and in the snow of 2010/11 the community pulled together, with The Vine offering to make available food from its store to those in need.</p> <p><b>Emergency Plan to be drafted by November (before potential snow), for formal approval in January 2013.</b></p>	<p>Clerk to liaise with Barbara McMurchy, who runs the village email system, with a view to organising a formal Emergency Plan including the identification of vulnerable people and buddy systems.</p> <p><b>Snow Plan is reviewed and issued to residents annually.</b></p>	Medium