

Little Horkesley Risk Management Review 2021/22

Little Horkesley Parish Council is required to undertake a regular review of the risks faced in its operation and its arrangements for their management.

The Clerk with the Chair shall prepare a risk management for review and approval by the council.

This document ensures that Little Horkesley Parish Council is able to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

To be reviewed annually in May.

Topic	Risk	Probability of Occurrence	Impact of Occurrence	Management / Control of Risk	Review / Assess/ Revise
Business Continuity	Loss of Chairman	L	M	Ensure a Vice Chairman is elected who can be elected as Acting Chairman until a new one is appointed	Existing procedure adequate
	Loss of Councillor	L	M	Ensure that all Councillors are aware of all activities of the Council so responsibilities can be reallocated.	Existing procedure adequate
	Loss of Clerk / RFO	L	H	Ensure that all procedures relating to finance, minute writing etc are available with detailed description if necessary. Ensure that all passwords are documented and deposited securely.	Existing procedure adequate
	Loss of Council data	L	L	The system is regularly backed up and stored on USB memory	Data will be updated to the second memory stick

				sticks, one of which is kept in a Parish Councillor's safe.	at each meeting of the Parish Council.
	Failure to meet statutory requirements under Local Government Legislation eg , quorum, frequency of meetings etc	L	L	Ensure that the Parish Clerk, and ideally all councillors are fully trained and aware of the statutory duties of the Parish Council.	Monitor legal updates and review and retrain councillors when necessary
Finance	Inadequate Precept	L	H	The RFO ensures that budgets are monitored so that correct precept request can be determined. Three months precept is kept in reserves at all times.	Existing procedure adequate
	Financial Irregularities	L	H	The Council has adopted Financial Regulations which set out the requirements.	Review the Financial Regulations when necessary.
	Inadequate income / reserves to meet routine outgoings	L	M	Council to review financial position every quarter.	Existing procedure adequate
	Loss of Council's physical records eg minutes, cash book etc	L	L	Copies of most records exist elsewhere, whether on the website, the Clerk's USB memory stick or deposited at the Records Office.	Existing procedure adequate
	Fraud	L	L	All payments are approved by the Chair and one other councillor at parish council meetings and detailed in the minutes.	Existing procedure adequate

				Fidelity Insurance is purchased and reviewed annually.	
Insurance	Failure to renew insurance on time and have adequate cover	L	H	Review of insurance cover is carried out annually to ensure relevant liabilities are insured. Asset register is maintained and checked during internal audit. Employer Liability Insurance is purchased and reviewed annually	Existing procedures adequate
Health & Safety	Injury to a member of the public in the village Green Space	L	M	The Green Space is inspected weekly and reported to the Clerk. Annual ROSPA inspections of the play equipment. Adequate insurance cover is reviewed annually.	Existing procedures adequate
	Injury to employee	L	L	Health & Safety training and inspections.	Existing procedures adequate
	Injury to Councillor	L	L	Health & Safety training and inspections	Existing procedures adequate
General	Meeting mismanagement	L	L	Clerk receives appropriate training re agendas etc. Council is kept updated on new procedural legislation by the Clerk Standing Orders exist and are regularly reviewed to ensure all items are managed correctly.	Existing procedures adequate

Minute mismanagement	L	L	Minutes and agendas are produced in accordance with legal requirements. Minutes are approved and signed at the next Council meeting.	Existing procedures adequate
Business conduct	L	L	Business conducted is managed by the chair	Members adhere to the Code of Conduct