

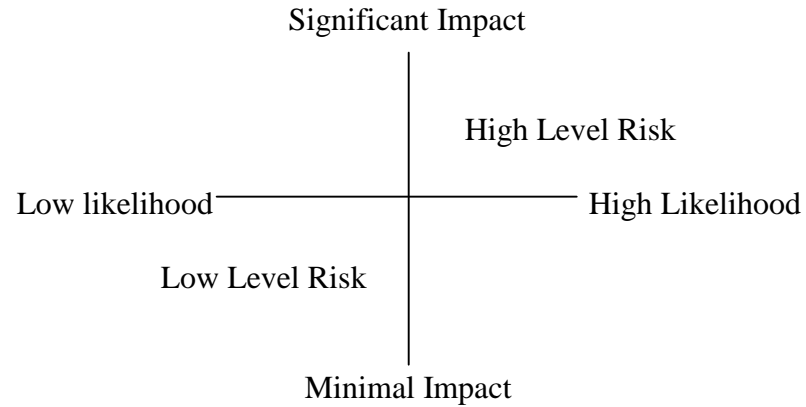
## **HUTTON PARISH COUNCIL: RISK MANAGEMENT PLAN.**

### 1. **POLICY**

- 1.1 The recognition and management of risk is integral to the Council's stewardship of their assets and resources and the effective and efficient discharge of their duties and responsibilities to the community.
- 1.2 Risk assessment is a continuous process for the Council. Risks may be financial or non-financial.
- 1.3 The Council are responsible for the management of risk in accordance with this policy and plan.
- 1.4 The Parish Clerk is responsible for advising the Council on risk assessment and for conducting his/her duties in a manner, which avoids undue risks to the Council
- 1.5 Key risks are identified in the Risk Management Plan and Register.
- 1.5 Risk Management is an aspect of the internal controls operated by the council through their approved Financial Regulations. Internal Controls are subject to scrutiny by the internal auditor.

### 2. **RISK MANAGEMENT PLAN**

- 2.1 This plan defines how the Council will manage identified risks.
- 2.2 Risks can be defined as any threat or possibility that an action or event will adversely (or beneficially) affect the interests of the Council.
- 2.3 Risk management is not a process of avoiding risk altogether but seeks to identify risk and assess its implications in order to inform decisions.
- 2.4 The level of risk can be judged by the likelihood of it occurring and the effect on the Council should it do so.



- 2.5 Judgement of the level of risk may rely on past experience or a specific assessment of a particular instance, or both. The Council will determine whether a risk is acceptable in all the circumstances.
- 2.6 Generally much of the identified risk, which can be quantified, is covered by insurances carried by the Council, i.e.:
- Public liability
  - Employer liability
  - Money
  - Fidelity guarantee
  - Property damage
  - Officials indemnity
  - Equipment
- 2.7 The appended Risks Register forms part of this Plan.
- 2.8 The Council will review the Plan as part of their annual budgetary procedure.
- 2.9 The Plan should read in conjunction with the Council's Financial Regulations.

**HUTTON PARISH COUNCIL – RISK MANAGEMENT REGISTER**

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Financial loss due to banking error (e.g. leading to loss of interest or bank charges being levied)	Medium – has occurred historically.	Reduction in Council’s financial resources.	Regular monitoring and review.	Application of financial regulations, including scrutiny of all bank statements upon receipt.  Periodic review of banking arrangements to secure best possible terms and conditions.	Clerk.  Clerk.
Loss of monies due to fraudulent action by employee(s)	Low – any significant impact would easily be detectable.	Reduction in Council’s financial resources.	All cheques signed by two Councillors, against invoices. All expenditure approved by Council. Accounts subject to Council and Auditor scrutiny.	Application of financial regulations.	Council.
Damage to Council property by third party.	Medium –all property is fixed and intended for public use.	Repair costs to be covered.	The risk is covered by Council’s insurances.	Maintain property in good condition.  Ensure adequacy of insurance cover.	Council.  Clerk.

**HUTTON PARISH COUNCIL – RISK MANAGEMENT REGISTER**

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Personal injury/damage to member(s) of the public or their property arising from defect(s) in Council's property.	Low – Council property comprises of fixed installations (e.g. bus shelters, bench seats etc)	Claims for compensation and costs to the Council in defending claims when appropriate.	Covered through Council's insurance(s) (£5 million)	Regular maintenance and prompt repair of any damage.  Periodic review of insurance cover and timely renewal- significant changes to be agreed by Council.	Clerk.  Clerk.
Compensation claim by employee (or contracted person) in respect of injury sustained in the cause of his/her employment/engagement .	Low – given the nature of Clerk's duties. Lengthsman is self -employed contractor.	Claims for compensation and associated costs.	Potential liabilities, including costs, covered by insurances (£10m)	Maintain adequate insurance cover (as per above)	Clerk.
Loss of cheques, cash etc held on Council's behalf	Low – Receipts rarely in cash. Income by way of cheque also infrequent.	Reduction in Council's financial resources.	Such losses are covered by insurances; including theft (extent of cover depends on circumstances). Prompt payment of receipts into bank. Direct payment of Precept and VAT reimbursement into bank account.	Maintain adequate insurance cover. Prompt payment of receipts into bank.	Clerk.

**HUTTON PARISH COUNCIL – RISK MANAGEMENT REGISTER**

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITIES
Compensation claim resulting from (alleged) negligent act or accidental error or omission by the Council or its employee(s)	Low – given limited activities of the Council.	Potentially substantial cost to Council.	Risk Covered by Council’s insurances. (£250,000)	Maintain adequate insurance cover.  Ensure Council decisions are based on full information including professional advice where appropriate.	Clerk.  Council.
Actions against the Council for libel or slander.	Low – Proper conduct of Council meetings and Clerk’s professional judgement regarding correspondence etc	Potentially substantial cost to the Council.	Risk not covered by insurance –past judgement is that cost not justified by likelihood.	Member awareness. Proper conduct of meetings by Chairman.  Professional advice from Clerk.	Chairman.  Clerk.
Failure to represent community interest adequately in relation to matters likely to impact significantly on the Parish.	Low – Parish Council well established as consultee.	Reduction in local facilities and/or quality of life or missed opportunity to benefit from external funding or advice.	Council recognised by other agencies for consultation and information dissemination. Membership of NALC/LAPTC. Attendance at SRBC Area Committee and SRBC Liaison Committee. Subscribers to NALC newsletter.	Threats and opportunities reported to Council meetings. Special meetings called as required. Clerk monitors SRBC agenda papers and publications.	Clerk.