

# St. Gluvias Parish Council.

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This document was approved by St Gluvias Parish Council at its meeting on 10<sup>th</sup> February 2020

## **Risk Management Policy 2020 – 2021**

### **1 Scope & Purpose**

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 should enable St Gluvias Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

### **2 Introduction**

#### **2.1 Risk versus Hazard.**

It is a common mistake to confuse “Risk” and “Hazard”. A Risk Register should not be a list of Hazards, or potential Hazards. These definitions should help clarify the difference.

A Hazard is a specific thing or event which can cause harm to people or result in damage to property. All Hazards should be removed and negated in the interest of safety.

A Risk is the remaining probability of some adverse event that is left when all possible Hazards have been removed.

#### **2.2 Management of Risk**

In Managing Risk and Hazard in the Parish, all parishioners, as part of their day-today life conscientiously pay attention to potential problems in the parish. In the normal course of events, parishioners notify the Parish Council or other responsible bodies as required or appropriate.

The purpose of this risk register is to list all remaining risks that we have identified, and their mitigation. This mitigation can be affected by;

-Careful monitoring

-Through the Public Liability Insurance held for this purpose by St Gluvias Parish Council.

### **3 Risk Register**

#### **3.1 Risk Weighting**

The Risk Weighting is a measure of the relative severity of each Risk. Each Risk is assigned an “Impact” and a “Probability of occurrence”. The Impact is an indication of the severity of the effects if the Risk were to become material. This is described as being High, Medium or Low, and this is weighted as being 5, 3, and 1 respectively.

The Probability of occurrence is the estimated percentage chance of the event occurring over a period of time. The period of time chosen is 12 months because

- a) This relates to period of insurance (renewed on an annual basis)
- b) This relates to the period reporting of the Parish Council, where the Parish Council reports on an annual basis
- c) Also a 12 month period is a manageable period over which to assess and estimate the probability of any Risk occurrence. So, if something “will happen” once per year, this is given a probability of 0.27% i.e.  $1/365 \text{ days} = 0.27\%$

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#### **3.2 Mitigation**

The mitigation column shows controls for the Risk. Ultimately all Risks are mitigated by the Public Liability Insurance held by St Gluvias Parish Council through Local Council Insurance.

#### **3.3 Inclusion in the Risk Register**

Risks included in this register are only those identified as being the responsibilities of St Gluvias Parish Council.

### 3.4 The Risk Register

	<b>Impact High, Medium or Low. Weighted 5, 3,1</b>	<b>Probability of occurrence estimated percentage chance of the event occurring over a 12 mth period</b>	<b>Mitigation – controls to minimise the risk</b>
<b>Council Management</b>			
<b>Councillors</b>			
Roles performed inadequately. Conflict of interest. Failure to attract candidates to vacancies.	L	0.27%	Councillors provided with adequate training, reference materials and access to assistance. Membership of CALC declaring of interests and consideration of dispensations by members at a meeting will remain on each agenda. Registers of Members Interest to be maintained and reviewed regularly by Councillors. Actively publicise Council activities & vacancies on noticeboard, Website and Social Media.
<b>Statutory documents - Minutes/ Agendas/ Notices</b>			
Accuracy and legality	L	0.27%	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are published according to the Publication Scheme.
<b>Meetings &amp; process</b>			
Failure to achieve quorum at meetings	L	0.27%	Business conducted at Council meetings should be managed by the Chairman according to

Business conduct Council decisions not implemented Lack of public participation			Standing Orders. Chairman should be provided with training & guidance Members to adhere to Code of Conduct. Review minutes for confirmation of action, Clerk & Chair report at full meetings. Ensure meetings are publicised on noticeboards, in on the Parish Website and shared on Social media (full meetings). Publish agenda and minutes on website, attend public events to engage public such as fair day and the monthly market. Communicate verbally with residents Ensure public participation on all agenda & seating available
<b>Financial records &amp; reporting</b>			
Inadequate records Financial irregularities	L	0.27%	Budget update, bank balances and breakdown of receipts and payments produced and approved at each full Council meeting The Council has Financial Regulations which set out the requirements.
<b>Insurance</b>			
Insurance not in place Inadequacy of insurance Cost increase Compliant with insurance requirements.	M	0.54%	Check Insurance premium covers all council business and is paid on time. Keep written risk assessments for your key activities. Keep written records staff and volunteer training. For example, manual handling training, or for use of tools and machinery Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Cornwall Council, or the Health and Safety Executive
<b>Annual Return</b>			
Inaccurate or incomplete Submit within time limits	L	0.27%	Clerk to attend training/ workshops as required Annual Return is completed and submitted to the internal auditor for completion and signing.

			Meeting held to approve accounts in time for sending to Auditors
Appoint an internal Auditor	L	0.27%	Suitably qualified internal Auditor.
<b>Banking</b>			
Fraud Incorrect payments & bank mistakes	L	0.27%	Two signatories required on cheques and for online payments. Clerk checks bank statements monthly. Vice chairman signs bank statements as per Financial Regulations quarterly. The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Review bank mandate and Financial regulations annually
<b>Best value for works Accountability</b>			
Work awarded incorrectly Overspend on services	M	0.54%	The Council has Financial Regulations which set out the requirements and values for contracting works. Any project budgets to be closely monitored
Risk of Election costs	M	0.54%	Parish elections every four years; next in 2021. Costs only if a contested election and as such the Council should not seek to minimise these.
<b>Physical Equipment/ Areas</b>			
Damage/ injury to third party Damage to assets			Public liability insurance held, PPFA management and liability includes annual programme of inspection.
Meeting location, Adequacy, Health & Safety risk	M	0.54%	Meetings held in Village Hall. Premises considered to be adequate for Council and public access and comfort.
Council records: Loss of paper records through theft, fire damage, etc Loss of electronic records	L	0.27%	Parish records (historic & current) stored at the home of the Clerk. Records stored on Clerks computer, backed up with Google Drive, and Office 365. Appropriate Records archived with Kresen Kernow.

through data corruption, theft etc			
General Data Protection Regulations (GDPR). Adhere to retention of records according to	M	0.80	Ensure sub groups such as NDP adhere to Data protection policy. Ensure Councillors sign data protection check list. Review policy each year. Register with Information Commissioners Office. Follow retention of records procedures according to GDPR.
Part of Street lighting braking off and hitting passer by	L	0.27%	Maintenance by electricity company
Bus Shelters	M	0.54%	Reporting of issue to the Parish Council promptly. Sign on the Bus Shelter to explain reporting procedure.
Defibrillators	M	0.54%	Sign for reporting issues with Post office. Sign in notice board at Treluswell.
Coronavirus Pandemic - Meetings	M	0.54%	Meeting ceased in April 2020, moved to virtual online in July 2021, full risk assessment following emergency plan when return to physical or hybrid meetings.

