

DITCHINGHAM PARISH COUNCIL

In all types of undertaking risks prevail. Risk management is a process by which potential risks are identified, evaluated, and addressed. Typically risk management includes avoidance, prevention, reduction, sharing, and retention; more simply perhaps considered as avoidance, mitigation [transfer], or acceptance.

This Council is required to undertake a risk assessment exercise annually and to have a clear risk management policy. Greater focus is required in respect of risk management.

Topic	Risk	HML	Management	Priority	Previous Review (13 July 2012)	Current Status (30 July 2013)	Revised (20 January 2014)	HML	Revised (20 February 2017)
Finance and Management									
Risk Management	All Risks	M	No control mechanisms exist.	M	Requires urgent attention. Full Council involvement required.	Proposed Some progress. Significant change to 'culture' required. Better engagement required.	Risk management culture, e.g. THIS document in place. Culture to be better embedded.		Risk Management Implementation Strategy Policy in place and reviewed annually.
Business Continuity	Catastrophic Event	L	This Council considers that the efforts necessary to implement any specific plans for events in this category outweigh the benefits. No specific plans therefore exist.	N	No action required	No action required	No action required		No action required
Precept	Adequacy	M	No control mechanisms exist.	M	Remit of Finance & Resources Committee when adopted.	Precept now £20,000 pa. This level remains insufficient for ongoing activity. The Council has inadequate reserves.	Precept now £25,000 pa. This level now adequate for ongoing activity with current strategy/budget but the Council has inadequate reserves. Future precept capping could be problematic.		Precept now lowered to £30,000 with adequate reserves in place. Future precept capping could be problematic.
Insurances	Adequacy	L	As the scope of the Council's activities broadens, the adequacy of insurances requires review; such review to include value for money.	L	Requires urgent attention. Clerk to make enquiries. Remit of Finance Committee when adopted	Requires urgent attention. No cover for Public Liability or equipment for Play area or Dip. No cover for 'employees area cover for play area or Dip. No Clerk to make enquiries.	New insurance arrangements from August 2013.		Insurance policy reviewed and amended (if necessary) annually by Clerk
Financial Records	Inadequate Records	L	Externally audited. Reviewed by Chair	L	Remit of Finance & Resources Committee when adopted.	Some improvement required	Better structured financial systems introduced from January 2014		Simplified spreadsheet accounts maintained by Clerk. The budget and accounts are reviewed bi-monthly at meetings by all Councillors. Chair views the bank statements bi-monthly at the meetings.
Financial Governance	Financial irregularities	L	Externally audited. Reviewed by Chair	L	Remit of Finance & Resources Committee when adopted.	No action required			Yearly external audit and six monthly internal audit plan in action.
Cash & Banking	Error or Loss	L	Two signatures on payments required. Bank mandate requires revision. Externally audited. Reviewed by Chair	M	Remit of Finance & Resources Committee when adopted.	No action required			Two signatures on payments required. Bank mandate requires revision. Externally audited. Reviewed by Chair
Reporting & Financial Control	Adequacy	L	Recently introduced quarterly budgeting & reporting	L	Remit of Finance & Resources Committee when adopted.	Quality of finance reporting ?	Better structured financial systems introduced from January 2014		Simplified financial systems introduced from 2016.
Employee(s)	Loss/ Retention	L	The Council has only one employee (the Clerk). This is a key role within the Council. There is no succession planning.	L	Requires urgent attention. Full Council involvement required.	Requires urgent attention. Succession planning for Clerk.	New Clerk appointed January 2014		No action required
Employee(s)	Duty of care, Liabilities arising	L	Clerk as line manager of 'employees' must take active role in discharging employers duties	H	New 01/07/13	Requires urgent attention. Has potential to invalidate insurance cover and/ or increase premium.	Employee matters now regularised		Employee matters regularised
Volunteers	Duty of care, Liabilities arising	M	The Council is increasingly using Volunteer's efforts to deliver a range of services or other duties; such volunteers either receiving routine or ad-hoc 'ex-gratia' sums (beyond that which may reasonably be considered expenses). Employment and insurance status' to be determined.	H	Requires urgent attention. Clerk to make enquiries. Remit of Finance Committee when adopted	Requires urgent attention. Has potential to invalidate insurance cover and/ or increase premium.			No volunteers used.
Health & Safety	Public Liability, Employee Liability, 3rd Party Liability	M	The Council is increasingly undertaking a more active role in the community. This includes amongst a range of service areas provision and maintenance of play equipment, public space management, and similar. While insurances exist their coverage and adequacy is uncertain	M	Requires urgent attention. Remit of Finance & Resources Committee when adopted.	Requires urgent attention. Has potential to invalidate insurance cover and/ or increase premium.	H&S matters addressed re policy, but application of policy remains cultural.		H&S matters addressed re policy and insurance renewals.
Statutory Documents and Returns.	Non Compliance	M	The Council is dependent on the knowledge of the Clerk. Documentation of Clerks activities required.	M	Clerk to document. Remit of Finance & Resources Committee when adopted.	Clerk to document.			Clerk is now CILCA trained and attends regular training and networking events to keep knowledge up-to-date and current.
Meeting Papers	Non Compliance	L	Timely and compliant posting of notices. The Chair & vice Chair review papers as required	N	No action required	No action required			No action required.
Data Protection	Non Compliance	L	No policy or control mechanisms exist.	M	Remit of Finance & Resources Committee when adopted.	Council has policies. Must be adhered to			Reviewed yearly and registered with Data Protection.
FOI	Non Compliance	L	No policy or control mechanisms exist.	M	Remit of Finance & Resources Committee when adopted.	Council has policies. Must be adhered to			Reviewed yearly.
Equal Opportunities	Non Compliance	L	No policy or control mechanisms exist.	M	Remit of Finance & Resources Committee when adopted.	Council has policies. Must be adhered to			Reviewed yearly.
Web site	Inaccurate or out of date information displayed	M	No policy or control mechanisms exist.	M	Communities Committee	Chair maintains site. Broader Council support required. Communities Committee must assume responsibility.	Clerk and another Councillor now trained; control mechanisms still required.		No action required.
Internal Audit	Non Compliance	H	Inadequate. No ToR provided to auditor. Handover of clerk matters demonstrated ineffective control testing	H	New 20/01/14		six monthly internal audit plan in action.		six monthly internal audit plan in action.

