

Great Rissington Parish Council

Risk Management Policy

Adopted by Great Rissington Parish Council on 4th March 2024.

Reviewed annually

Introduction

Risk management is a structured approach to managing known, and perceived threats, (for example, cuts at District and County level which may reduce local services) and also Opportunities (positive Risks) which may be exploited for the benefit of the Parish. It closely relates to a Council's ongoing activities and flows from regular assessment of risk, for Parish Councils this may be described as risk awareness & engagement.

Strategy

Great Rissington Parish Council and its Parish Clerk & Responsible Financial Officer will manage risks within Great Rissington Parish on an ongoing basis by:

- identifying risks to the parish and parishioners
- developing strategies to manage, and alleviate these risks
- working in partnership with the community using its resources
- working with others outside its boundaries who share its interests and aims

Objective

The principal objective of risk management by the parish council is to manage the certainty of their ability to deliver their governance of the parish within the expectations of the parishioners. For example, it is reasonable for parishioners to expect that the council should take steps to represent public interest within the parish and also to ensure that public money (the precept) is spent in a responsible and transparent way.

A Structured Approach

The Council's approach to risk management is an ongoing process, which will react to changes over time. By setting aside time each year to review its business and strategies the Council will maintain a clear view of its priorities and revisit its objectives and how they are to be managed. This will aid the identification of new risks and also changes to existing threats and opportunities.

Risk Assessments

When the need is identified, risk assessments may be carried out by the lead Councillor(s) with the assistance of the Clerk as required. For example, when there is new housing development in the parish, assessing new play areas for children, and their ongoing safety.

Risk Register

The parish council will maintain a risk register of all known threats and opportunities. This will be reviewed on a regular basis and as new threats emerge or circumstances change but will be subject to formal review at least once per year.

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Adopted: November 2021. Last Reviewed March 2024

Assessment Scoring: 1 = low; 2 = low/medium; 3 = medium/high; 5 = high

ACTIVITY	RISK	CAUSE	EFFECT	LIKELIHOOD	SEVERITY	SCORE	ACTIONS
1. Finances	Sudden large expenditure required or excessive under budgeting	Unforeseen problem / Poor budgeting	Service not provided. Lack of confidence in council. Inability to carry out functions. Insufficient funds for contingencies	2	3	5	Council has some reserves. Insurance in place to cover major risks. Careful budget planning
2. Finances	Fraud	Inadequate controls	Loss of funds	1	5	6	Annual internal & external audit. Bank balances reported at every meeting with bank reconciliation. Councillor access for payments authorisation
3. Contractors	Contractors not supplying services	Unavailable due to illness, poor weather	Poor Services	2	4	6	Contracts are defined. Contracts are informally monitored by Clerk & Councillors. Corrective action taken as required
4. Parish Council records and archives	Loss of Parish Council records and archives	Fire, Flood, theft		2	4	6	Lodge archived records with Gloucestershire County Council's Archives Office
5. Records	Loss of documents on Clerk's computer	Computer crash, fire, theft, flood	Loss of records	2	5	7	electronic storage on a secured site on the cloud. Minutes kept as hard copies and copied to all councillors. Minutes & policies held on parish council website.
6. Clerk to the Parish Council	Unavailability	Resignation, illness	Work of the Parish Council can not be carried out	2	5	7	Urgent work carried out by the Chairman and other Councillors. Contact GAPTC about availability of temporary cover or approach other local Clerks.
7. PC Meetings	Accommodation unavailable for meetings	Damage to Great Rissington Club	Meeting room unavailable	1	2	3	Use nearby village hall or similar amenity
8. Membership of the Parish Council	Vacancies on council	Resignation, retirement, insufficient nominations at elections	Meetings cannot be held due to not being quorate	2	5	7	Identify on an unofficial basis local residents who might be interested in becoming councillors.
9. Finance + Members of the Council	Increased workload due to greater number of planning Applications	An increase in planning applications requires more Council time within a short timescale	Meetings need to be held more frequently, difficult to plan availability of sufficient number of Cllrs to be quorate. Clerks hours + workload are increased, impacting the budget.	3	4	7	Plan meetings ahead on a rolling 12 month basis. Cllrs should attend meetings wherever possible. Identify Cllrs' availability in order to call an extra meeting, if required. Respond quickly to planning applications + Clerk to request extension if needed.
10. Assets	Damage	Vandalism, Accident, Storms	High cost of repair. Loss of Assets. Disruption. Damage to public property or person	2	2	4	Insurance Cover. Maintain up-to-date register of assets. Regular maintenance for physical assets. Annual review of risk and adequacy of insurance cover.