

**Elvetham Heath Parish Council
Risk Management Schedule
Approved May 2018 Minute no.28/18**

Risk Management is the process of identifying the risks associated with the services a council provides and taking proportionate measure to prevent them or successfully manage their consequences.

Risk Identified	Likelihood H/M/L	Mitigation Measures & Controls	Comments
<p>1. Physical Assets – damage/loss</p> <ul style="list-style-type: none"> • Community Centre • Pavilion • Village Green • Key Car Park • Courts • Pitch Turners Way • Turners Way car park • 5 x play areas • Footpaths • Cycle path with street lights • Passive open spaces • Allotments • Park and Ride area • Litter bins • Public benches • Fencing • Office furniture • Computer equipment • Tables & chairs • Kitchen equipment 	M	<p>Insurance cover in place Asset register in place Regular visual inspections Signage & labelling ongoing</p> <p>Buildings - 5 yearly valuation assessment Maintenance contract in place for buildings Fire extinguisher maintenance contract in place Fire Alarm maintenance contract in place Annual electrical testing Community Centre staffed during officer hours. Secure door entry system at other times</p> <p>Maintenance contract in place for outside spaces Individual detailed risk assessments Key Policy</p>	<p>Insurance reviewed annually Register reviewed & updated annually NB. No intruder alarm in the Key Centre</p> <p>Carried out early 2016 Contracts reviewed regularly</p> <p>Visual inspections:</p> <ul style="list-style-type: none"> • Weekly inspection of playgrounds by qualified contractor • Monthly checks of outside areas by Services Manager and regular checks by contractors • Daily checks community centre & surroundings by Key Centre Manager <p>Risk assessments reviewed annually</p>

2. Physical Assets – damage or injury to 3rd party	L	Public liability insurance cover in place Detailed terms & conditions of hire Regular maintenance checks Risk assessments in place Regular hirers have own insurance	Review annually Review annually Review Annually Proof on insurance – part of T&Cs
3. Financial Risks <ul style="list-style-type: none"> • Internal fraud • Loss of cash – theft • Under- pricing of services • Poor income assurance • Uncompetitive supplies 	L L M L L	Monthly review of transactions Invoices reviewed against payments 2 signatories on cheques Cash books & bank reconciliations reviewed monthly & signed off by member. Paypal – monthly draw down and reconciliation reviewed by council Insurance cover Cash receipts kept to a minimum Safe installed in office No petty cash Annual review of charges for community centre & pitches Monthly reconciliation of income to invoice. Credit control system in place 3 quotes or tenders for contracts over £3000 where possible, in line with financial regulations.	Electronic banking – chairman releases payments. Invoices approved at payment & checked against payment schedule on bank system Controls to be regularly reviewed Small amounts of cash income received occasionally and receipted Market & fete generate larger cash receipts All reimbursements fully receipted Part of budgeting process. Review of costs and comparison with competition. Regular hirers rates standardised Letters sent re overdue and no new bookings taken until settled

<ul style="list-style-type: none"> • Supplier Fraud • Loss of investments • Under-valuation of assets • VAT liabilities • Payroll 	<p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">M</p> <p style="text-align: center;">M</p> <p style="text-align: center;">L</p>	<p>Performance monitoring of contracts</p> <p>Investment policy in place – very risk averse</p> <p>Buildings revalued regularly</p> <p>Regular review of VAT situation with regards exempt supplies Ensure clerk & council understand & complies with current legislation</p> <p>Ensure comply with current PAYE and NI legislation Salaries reviewed annually</p>	<p>Large contracts – regular meetings/contact with suppliers</p> <p>Policy reviewed annually Currently held with HSBC & CCLA</p> <p>Valuation assessment every 5 years</p> <p>Internal audit review Clerk attends training as necessary</p> <p>Use of Moneysoft payroll package</p>
<p>4. Budgetary control</p> <ul style="list-style-type: none"> • Adequacy of precept • Proper use of S137 	<p style="text-align: center;">L</p> <p style="text-align: center;">L</p>	<p>Regular reviews of performance to budget Detailed forecasting prior to budget setting</p> <p>Each application reviewed individually – benefit to residents assessed. Recorded in minutes</p>	<p>Reviews quarterly - minimum</p>
<p>5. General</p> <ul style="list-style-type: none"> • Keeping proper financial records in accordance with statutory requirements • Acting outside of the legal powers of local councils 	<p style="text-align: center;">L</p> <p style="text-align: center;">L</p>	<p>Financial regulations & control procedures in place Checked at audit</p> <p>Take advice on issues that are unclear – through district, county and HALC</p>	<p>Reviewed annually Use RBS Omega finance software</p>

<ul style="list-style-type: none"> • Inaccuracies in recording of council business in the minutes • Proper document control • Register of members' interests complete and up to date 	<p>L</p> <p>L</p> <p>L</p>	<p>Minutes reviewed by chairman prior to issue in draft form and approved at following meeting</p> <p>Statutory requirements observed</p> <p>Onus on individual councillor to inform Clerk of changes</p>	<p>Record management policy in place</p> <p>Code of Conduct in place</p>
<p>6. Other</p> <ul style="list-style-type: none"> • Business continuity: unexpected or tragic circumstances • Loss of council records • Libel and Slander claims • Data Protection 	<p>L</p> <p>M</p> <p>L</p> <p>L</p>	<p>All files kept in office. Electronic files on central server Daily off-site back-up of electronic files HALC has locum clerk service. 3 members of staff can cover each other</p> <p>Papers kept in locked office in locked cabinets Electronic records backed up remotely</p> <p>Insurance cover in place Communications policy & social media protocol Careful use of email advised Website reviewed regularly</p> <p>EHPC registered with Information Commissioner's Office Policy in place DPO appointed for 2018 onwards</p>	<p>Reviewed annually Reviewed annually</p> <p>At least weekly</p> <p>Reviewed annually GDPR requirement (May 2018) GDPR training for staff & members</p>

<ul style="list-style-type: none"> Freedom of Information 	<p>L</p>	<p>Model Publication Scheme in place & on website Fees in place to cover staff time & materials</p>	<p>Large request would be time-consuming</p>
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