

Witley & Milford Parish Council Risk Management Strategy 2023-2024

This document seeks to eliminate or reduce the potential for losses and when they do occur, minimise their impact through a planned and managed approach. Significant risks have been identified, loss evaluated, risk eliminated or minimised, improvements sought, and arrangements made to cover for loss.

Key: High = H, Medium = M, Low = L

Assets				
Buildings & Equipment (Office, Burton Pavilion, Depot, Cemetery Gate, War Memorials, Bus shelter)				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Protection of physical assets	Rebuilding or replacement costs Loss of rents/income Impact on budget	L	H	Regular inspection of assets and asset register reviewed annually Building insured - value increased by RPI annually.
Risk or damage to third party property or individuals	Insurance claim	L	H	Review adequacy of Public Liability Insurance
Security of buildings	Theft of structure or equipment Theft of documents hard copy and electronic Theft of PCs	L	H	Security Cameras Security Alarms Patrol of Burton Pavilion Electronic documents backed up to the cloud
Maintenance of buildings	Deterioration leading to repair or replacement costs. Replacement cost Litigation	L	H	Regular review and maintenance of bus shelter by Groundsman Regular review of building and equipment throughout the year.
Street furniture and play equipment				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Protection of physical assets	Theft, severe damage or destruction Vandalism to play equipment, bins and seats	M	H	Regular inspection of assets Full replacement insurance cover Police and other partners informed if additional help is required.
Maintenance of street furniture and equipment	Deterioration leading to repair or replacement costs.	M	H	Weekly and monthly inspections of play equipment by Groundsman Annual inspections of play equipment by ROSPA (received by Councillors) Informal inspections of street furniture by Councillors and staff
Land and natural assets				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Protection and maintenance of land and natural assets	Damage to land by fire, water or land slippage. Damage to walls	L	H	Informal visits by councillors and staff Regular informal inspection by Groundsman, councillors and staff Regular Tree inspections

	Damage to or by trees Vandalism to play equipment, bins and seats. Deterioration and need for replacement Litigation			Review adequacy of Insurance/Public Liability Insurance
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Financial Controls and Records

Banking and Cash

Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Loss of income (general, cemetery, allotments, petty cash)	Reduced income Budget overspend	L	M	Regular monitoring by Clerk & Council Annual review of all leases and charges Full budget breakdown presented at every Committee & Council meeting Reserves held Burial and memorial registers updated and invoices issued in real time. Allotment invoices issued when plots allocated and annual invoices sent out in September and reconciled as payments received. Outstanding payments chased. Petty cash no longer held by the Council.
Banking - £85,000 FSCS Compensation limit	Loss of council's money	M	H	Regularly review status of bank for any downgrading. Review other banking options when necessary. Spread reserves across Unity Bank, Lloyds and the Public Sector Deposit Fund, or other options identified in the Council's Investment Strategy
Banking – online fraud prevention	Loss of council's money	M	H	Unique usernames and passwords set up for each online banking user, only known to individual user. Triple handling of all payments. System in place whereby bank carries out additional security checks on unusual banking transactions – if the bank suspects fraudulent activity they will suspend the transaction.

Customs and Excise

Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Comply with customs and excise regulations	Legal proceedings Loss of Council reputation Staff time Failure to recover all VAT	L	H	All items entered in cashbook Internal audit check Quarterly VAT returns submitted to HMRC

Budget and Precept

Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Budgeting for annual precept	Not submitted Not paid by Waverley Borough Council	L	H	Budgeting process commences September All Committees/Council consider own budgets

	Inadequate precept			F&GP oversees review and recommendation to Council Full Council to approve by WBC deadline, mid January
General reserves	Adequacy	L	H	Consider at Budget setting
Earmarked reserves	Adequacy	L	M	Consider at Budget and review of final accounts. Reviewed by relevant Committee bi-monthly.
Payroll				
Risk area	Consequence of Risk	Likeli hood	Imp act	Controls/Action
Payroll controls	Wrong rate of pay/changes to rate of pay. Wrong hours False employee Wrong deductions	L	L	Check to minutes Check to contract Check to current NALC salary scales Check to Surrey Pension Funds contribution rates Submit gross salary details and pension contribution rates to external payroll provider Salaries paid in accordance with payslip Accounts presented to Council on a monthly basis. Signed by Chair. Minutes approved.
Inland revenue				
Risk area	Consequence of Risk	Likeli hood	Imp act	Controls/Action
Comply with Inland Revenue requirements	Prosecution Reputation of Council diminished	L	M	External payroll company produces HMRC monthly P32 and logs directly with HMRC. Payment to HMRC made by Clerk in accordance with monthly P32. Registered with HMRC Internal Audit checks
Grants				
Risk area	Consequence of Risk	Likeli hood	Imp act	Controls/Action
Grants and donations and conditions of grant	No evidence of agreement of Council to pay Formal agreement not signed; conditions not adhered to.	L	M	Minute council agreement Agreements to be signed and checked before funds released.
Direct costs and overhead expenses				
Risk area	Consequence of Risk	Likeli hood	Imp act	Controls/Action
Council purchases: Incorrect invoice amount Bacs amount is inaccurate	Goods not supplied to Council Council over/under pay	L	M	Follow up on all orders Check arithmetic on invoices and perform bank reconciliations on monthly basis Triple handling of all payments. Clerk sets up and checks payments. Councillor signatories authorise payments in accordance with invoices. Two signatories are required to authorise each payment.

Internal Audit				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Effectiveness of the internal audit	Failure to report on issues relating to the Council's effectiveness of risk management, control and governance processes.	L	H	Twice yearly internal audit undertaken Adherence to the 'Governance and Accountability for Smaller Authorities in England' a practitioner's guide March 2016. Continue with the current relevant work practices.
Liability				
Safety				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Health and Safety	Risk to third-party, property and individuals and staff Claims against the Council Cost and time spent in litigation Loss of staff time	M	M	Site risk assessments undertaken, monthly and annually Signage at sites to warn visitors Groundsman provided with appropriate work wear
Legal				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Legal liability as a consequence of asset ownership (e.g. burial ground and playgrounds)	Claims for personal injury	L	M	Insurance cover/Public Liability Insurance
Ensuring activities are within legal powers	Illegal payment or activity Legal fees Reputation of the Council damaged	L	H	Trained Clerk – General Power of Competence adopted Internal Audit Trained Council
Councillor propriety				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Councillor acts inappropriately Members interest	Contracts illegally let Legal action against the council for loss Legal action against Councillors for loss or damage Breach of regulations	L	H	Standing orders and Financial regulations available to all Councillors Clerk provides advice to Councillors Internal and External audits Insurance Declaration of interests to be documented/minuted and any conflict addressed as appropriate
Employer liability				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action

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Complying with employment law	Claims against Council	L	M	Legal advice available from NALC, SLCC and Hedley Solicitor. Review and produce range of staff policies and procedures.
Administration				
HR assets				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Human resource capital	Loss or sickness of staff Early/sudden departure by staff	M	H	Sick pay Use of Locum Clerk through SALC Annual appraisals to be reviewed by the Staffing Committee, including review of staff work loads.
Decision Making				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Councillor attendance at meetings	Meetings not quorate Decision and resolutions not made in a timely manner Failure to meet external standards e.g. audit requirements Failure to respond to Borough or County Council consultation	L	M	Councillors are requested to contact the Clerk if they are unable to attend meetings Meetings rescheduled where problems are foreseeable
Pandemic/Extreme weather	Meetings unable to be attended, risk that the decision-making process will stall.	M	H	Online meetings to take place where permitted by regulations. Standing Orders amended to allow Clerk / Chair to make decisions on behalf of the Council in exceptional circumstances.
Document Control				
Minutes				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Proper and timely reporting via minutes	Decisions cannot be substantiated Complaints to the ombudsman Improper payments	L	H	All minutes checked by Chair of Committee Minutes reviewed at following meeting All critical decisions ratified by Full Council
Other business document				
Risk area	Consequence of Risk	Likelihood	Impact	Controls/Action
Paper document control	Loss of records Unable to find records Documents kept beyond required date causing storage problems	L	H	Key hard copy documents filed alphabetically in office cabinets Model Publications Policy and Information Guide adopted by Full Council Legal documents kept in safe. Paper cemetery records kept in fire proof cabinet
IT based document	Loss of records	M	H	Documents backed up to the Cloud.

control	Unable to find records Documents corrupted Claims through disputes Legal & other costs			Edge database backed-up remotely
Website				
Risk area	Consequence of Risk	Likeli hood	Imp act	Controls/Action
Backing up of web site	Loss of communication channel for councillors and public	L	M	Rolling back up versions of all files Supplier to improve hacking defences
Cyber Security				
Risk area	Consequence of Risk	Likeli hood	Imp act	Controls/Action
Protection of systems and data against cyber attacks	Loss and breach of data and systems.	M	M	Implement firewalls, training for staff and councillors, undertake health checks, take out cyber security insurance policy if deemed necessary
GDPR Breach				
Risk area	Consequence of Risk	Likeli hood	Imp act	Controls/Action
Control of personal data	A fine from the Information Commissioner's Office (ICO) Compensation to the individual(s) concerned.	M	H	Issue privacy statements Minimise who holds personal data Adoption of appropriate policies Regular review of policies and internal controls

Signed by the Witley & Milford Parish Council Chair:..... Date:.....

To be reviewed June 2024