

WILBURTON PARISH COUNCIL - RISK MANAGEMENT

This Risk Assessment was approved by the Council at its Full Council Meeting held on 5th May 2023. To be reviewed and amended as needed and adopted at a Full Council Meeting every year

Definition of Risk Management: Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements. (Audit Commission – Worth the Risk: Improving Risk Management in Local Government)

In a commitment to follow a clear, measurable and sympathetic approach, this document has been produced to enable Wilburton Parish Council to assess the risks that it faces and ensure every possible measure has been implemented to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured and systematic approach to managing risk, which: Identifies the subject - Identifies what the risk may be - Identifies the level of risk - Evaluates the management and control of the risk and records findings - Reviews, assesses and revises procedures if required.

1=Low, 2=Medium, 3=High

Total Risk 6+ Needs closer attention

Ref	Area of Risk	Risks	Impact	Probability	Total Risk	Management/Control of Risk	Action or Review
1	Legal powers	Illegal activity or payments	1	1	1	All activity must be within the powers of the Parish Council	Existing procedures adequate
2	Legal liability	Proper timely reporting via PC minutes	1	1	1	System functioning well	No action required
3	Legal liability	Legality of activities	3	1	3	Clerk to organise clarification of legal position on any new proposals and to seek advice if necessary.	New advice to be sought for new activities. Review of legal requirements to be undertaken when needed.
4	Legal liability	Proper PC document Control	2	2	4	Minutes archived to secure online system - BOX and all PC records securely backed up	Locate and document all PC records electronically and all PC records to be securely backed up
5	Minutes/ Agendas/Statutory documents	Compliance with statutory requirements	1	1	1	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Code of Conduct adopted by the Parish Council and to be adhered to by members.	Ensure procedures are followed... Agendas published 3 clear days before the date of meeting (does not include Sunday's) Minutes – draft form shared on website Report written for Village Voice
6	Public Liability	Risk to third party, property or individuals.	3	2	6	Insurance is in place. Working Parties i.e. Beer Festival and Fireworks to ensure Risk Assessments in place and followed	Undertake and review annually risk assessments for all current activities and for any new activities.
7	Insurance	Adequacy, cost, compliance, fidelity guarantee	3	1	3	Ensure Employers Liability, Public Liability is adequate	An annual review is undertaken of all insurance arrangements
8	All Trees on Parish Land	Damage from falling trees or branches	2	2	4	All trees for which the Parish Council is responsible have been identified. A tree survey has been carried out and a risk assessment undertaken. Remedial work is ongoing.	Procedures adequate. Risk Assessment Review as per tree surgeon assessment
9	Employer Liability	Non-compliance with employment law.	2	2	4	Clerk and Assistant Clerk are to have adequate training	Implement annual review
10	Parish Website - Liability for Content	Proper control of Website content	2	1	2	Access to Website is strictly controlled.	Protocol for use and control need to be documented. PC not responsible for content on any third party site link.
11	Precept	Adequacy of precept	2	1	2	Budget workshop to identify needs	Budget workshops already implemented
12	Reserves	Adequacy reserves are they sufficient? in regard	2	1	2	Budget workshop to identify needs	Budget workshops already implemented
13	Cash	Loss through theft or dishonesty	3	1	3	The PC holds no petty cash or float. Payments are electronic and receipts are predominantly electronic and cheques as the prescribed method	System adequate. Check maureen
14	Rental income	Loss of income from cottage apartments	1	2	2	Reliance on Cambridge Property Services as professionals for customer care	Any loss provision is included in budget
15	Banking	Theft of funds	3	1	3	Payments are made electronic as approved by Finance Committee, approvals to be made by two councillors	More councillors to be enrol for electronic banking

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16	Financial controls and records	Mismanagement and misappropriation of funds	3	1	3	Carry out Internal and external audits annually . Online banking - Two signatures/approvals needed for payments. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted.	Implement Scribe
17	Payment of Clerk and Assistant Clerk	Salary paid incorrectly or not on time.	3	1	3	Salary to be paid as per contract and government rates. Rates to be approved by Councillors when published	
18	Annual return	Not submitted within time limits	1	1	1	Annual Return is completed at the next available PC meeting	To review timetable at each annual at ??? PC meeting.
19	FOI Act	Legal Requirement	2	1	2	Respond and supply requested information.If a substantial request arrives the PC is able to request a fee if the work will take over 15 hours.	Monitor and report any impacts on the PC resulting from the Freedom of Information Act. To consider the approval of a publication scheme.
20	Meeting location	Adequacy Health and Safety	1	1	1	Meetings are held in St Peter's Hall, Wilburton Meeting Room. The premises and facilities are considered to be adequate for the Clerks, Councillors and Public who attend regarding convenience, accessibility, numbers, health and safety and comfort aspects.	Existing situation adequate. If needed bigger meeting held in Main Hall.
21	Individual tasks - Committee positions and	Procedural confusion and poor decision taking	2	1	2	list of and copy of all terms of reference to be available	
22	Business continuity	Council not being able to continue its business due to unexpected external circumstances	1	1	1	All files and recent records are kept and all files saved on BOX	
23	Council records	Loss through theft, fire, damage etc	3	1	3	All files and recent records are kept and all files saved on BOX. Documents are stored in a fireproof box	Fireproof box for important documents.
24	Clerk and Assistant Clerk	Inadequate training or knowledge	2	2	4	Clerk should be provided with relevant reference books and at the Chairman's discretion, access to assistance and legal advice.	Offer of training assistance to Clerk and Assistant Clerk if relevant. Training for the current clerk, to be included in financial statement when setting precept.
25	New Cllr induction	Inadequate knowledge to be effective.	2	2	4	New councillors should have induction discussion with Chair/vice Chair and be given copies of good councillor guide. Training courses available through	Guidance on reference books
26	Returns on assets	Value for money might not be optimal	2	2	4	Asset register maintained. All assets reviewed and valued?? regularly. Assets reviewed to ensure fit for purpose.	Finance committee to review. Land Registry details of all Parish Lands to be requested ??
27	Benches, Dog waste bins, Grit Boxes, Bus shelter	Loss or Damage	2	2	4	An asset register is kept up to date and insurance is held at the appropriate level for appropriate items only. Periodic checks are made on all equipment by a delegated member.	Asset list almost completed. Existing procedures adequate
28	Allotments & Sand pit, Recreation Field	Vandalism, Unlawful Occupation, Fire Rabbit holes	2	2	4	Monitored regularly. Trees assessed. Rabbit holes filled by users (ie football club) Periodic checks are made on all equipment by delegated member. ROSPA annually	Checks to commence
29	Cemetery	Organisation of burial plots, compliance with cemetery rules, long term maintenance	2	2	4	Follow burial matters procedures	Cemetery Review to be undertaken to carry out a full financial, operational and risk review.Hand over to still happen

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30	Berristead Playground	Damage to play equipment belonging to Parish Council. Accident from equipment use	3	2	6	PC insurance in place. Play Park monitored for damage and faults weekly.ROSPA annually	Plan for replacement of equipment required.
31	St Peter's Church Clock	Risk of injury	3	2	6	Weekly by external person	Risk assess the winding of the clock