RISK MANAGEMENT SCHEDULE

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.

Purpose of Document

This document has been produced to enable the Community Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it is developing a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the key risks facing the council
- 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.

Responsibility

Graig Community Council is committed to identifying and managing risks using procedures and ensuring that risks are maintained at an acceptable level. Any action that is felt necessary to undertake to reduce risks will be done so by Graig Community Council. The Clerk, Responsible Finance Officer (RFO) and Councillors will review risks on an annual basis, and report any newly identified risks to the Community Council. The review will include identification of any unacceptable levels of risk.

Members are ultimately responsible for risk management because risk threatens the achievements of policy objectives.

Members should therefore:

    a) take steps to identify key risks facing the Council;

    b) evaluate the potential consequences to the Council if an event identified as a risk takes place;

    c) decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

Section One – Areas were there may be scope to use insurance to help manage risk				
Risk Area	**Risk(s) Identified**	**H/M/L**	**Management of Risk**	**Review/Assess/Revise/Action**
Property and contents owned by the council	Loss or damage	H	An up-to-date register of assets and investments	Review annually by council. Check website list is correct as at …. (**Action**: Asset Register to be reviewed in person/Clerk/Cllrs for accuracy and added to website)
Damage to third party property or individuals	Public Liability	H	Property maintenance and insurance cover.	Insurance held with Hiscox, renewal date of 1st June annually. Reviewed annually by council.
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Public Liability	H	Annual review of risk and the adequacy of cover.	Value of insurance held with Hiscox, reviewed annually by council.
Loss of cash through theft or dishonesty	Fidelity guarantee	L	Fidelity cover. (Additionally recommend no cash handling or petty cash kept.)	Loss of Cash Level £1,000 held with Hiscox. Internal control procedures reviewed by council annually.
Legal liability as a consequence of asset ownership	Public Liability	H	Property maintenance and insurance cover.	Current level of cover £10,000,000 Renewal date 1st June.
Section Two – Working with others to help manage risk				
Risk Area	**Risk(s) Identified**	**H/M/L**	**Management of Risk**	**Review/Assess/Revise/Action**
Security for vulnerable buildings, amenities or equipment		M		Inspection regime, councillors and paid inspectors reviewed, reporting systems.
The provision of services being carried out under agency/partnership agreements with principal authorities	Standing orders and financial regulations dealing with the award of contracts.	L		Reviewed by council annually (SO & Fin Regs in June 2023), all partners' risk assessed and multiple quotes obtained and compared (minuted). (currently NCC for play area inspections & Newport City Homes for Fort View grass cutting)

Banking arrangements, including borrowing or lending	Detect and deter fraud or corruption	L		Financial regulations reviewed annually.
Ad hoc provision of amenities/facilities for events to local community groups	Public Liability	L		Ask all for hirers insurance, financial regulations.
Vehicle or equipment lease or hire		L		Hire from reputable companies, monitor by council.
Professional services (architects, accountancy, design, etc.)	Standing orders and Financial regs deal with the awarding of contracts	L		IA reviewed regularly, others based on best available advice, reviewed annually.
Section Three – Self managed risk				
Risk Area	**Risk(s) Identified**	**H/M/L**	**Management of Risk**	**Review/Assess/Revise**
Proper financial records	In accordance with statutory requirements	L		Review annually by councillors and IA.
Business activities	Ensuring that they are within the legal powers of councils	L		IA review annually and regular reference to legislation and guidance
Borrowing	Complying with restrictions	L		Review annually by councillors and IA.
Employment law and Inland Revenue regulations	Ensuring that requirements are met	L	Recommend using outsourced payroll services	IA review and use outsourced payroll services.
VAT	Ensuring that requirements are met under HMRC regulations	L		IA review and advice taken as needed.
Annual Precept	Ensuring adequacy within sound budgeting arrangement	L		IA review and approved budget published on website.
Monitoring of performance		L		Councillors review budget vs expenditure quarterly.

Grants/donations	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	L		All grants based on approved form and supporting information (minuted). (**Action**: adopt grant awarding policy and application form)
Council agenda and minutes	Proper, timely and accurate reporting of council business in the minutes	L		Agenda posted on website with 3 clear days notice, minutes posted on website for public to see, as per Transparency Code.
Rights of inspection		L		Website/policies updated. (**Action**: some policies to be reviewed/updated)
Document control	Proper systems	L		Policies approved and published.
Register of Members' Interests	In place, complete, accurate and up-to-date	L		IA and principal council review.
Compliance with Transparency Code		L		Stay up to date with legislative changes.
Councillor propriety Code of Conduct	Non compliance	L	Councillors provided with access to a copy upon election/co-option. Published on Council website. All councillors encouraged to attend Code of Conduct training upon joining the Council.	Review councillor training annually

Adopted: 31st January 2024, Minute Item 10

Review: Annually