



Millbrook Parish Council

Millbrook Parish Council Strategic Risk Management Scheme

Millbrook Parish Council is responsible for the upkeep and maintenance of a variety of public buildings and spaces. The management of risk is an important part of the Council's work; making sure that the people who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Council hold.

A risk management scheme covers a range of risks to public money including the management of council property, activities and employees. It indicates levels of risk and ways of mitigating risks, for example the review of insurance policies and regular inspections.

Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives. Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take appropriate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities (JPAG 5.89)

Whilst the Council completes regular inspections and risk assessments, this document has been produced to enable the Parish Council to assess the risk of all of its functions, and to satisfy that it has taken adequate steps to minimise this risk. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- a) Identify the areas to be reviewed
- b) Identify what the risk might be and the impact of the risk
- c) Evaluate the management and control of the risk and record all findings



Millbrook Parish Council

d) Review, assess, and revise the above steps on an annual basis, usually at the Annual Meeting of the Council, unless otherwise stated

This template has been based on the recommended risk register from The Joint Panel on Accountability and Governance (JPAG) The Joint Practitioners' (page 72)

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Millbrook Parish Council Financial and Management Strategic Risk Register

Matrix

As recommended on page 48, 5.96, The Joint Panel on Accountability and Governance (JPAG) The Joint Practitioners' Guide 2021, the following matrix system has been used:

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Changes implemented since previous Risk Assessment register

- To comply with website accessibility regulations 'headers' have been used for the categories.
- A matrix scoring system has been implemented.
- A reference code has been allocated for each subject

Recommended amendments shown in red

Management

REF	Subject	Impact Risk / Trigger	Impact Score	Likelihood Score	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/M1	Business Continuity	Council not being able to continue its administration due to an unexpected or tragic circumstance	Not previously scored	1	6	<ul style="list-style-type: none"> All files and recent records (both paper and electronic) are kept at the Parish Office. The Clerk has a laptop and since the Covid-19 outbreak measures have been put in place to allow office staff to work from home. (if necessary) The Chair & Vice Chair have keys to the office. The Council has the use of googledrive. Googledrive used. The Council pays a rent towards the utility costs of the office. The terms include the Council's sole use of the office. 	<ul style="list-style-type: none"> Implement increased use of googledrive Continue to maintain effective communication with the Clerk and Councillors.
RA/M2 (i)	Use of Parish Council Office (i)	Risk associated with lone-working	4	1	4	<ul style="list-style-type: none"> The Council has a lone working policy. The office is situated in the centre of the village. When necessary the office is locked from inside. The Clerk / Admin Support Officer keeps in regular contact with the Chair of the Staffing Committee & Chair of the Council. A doorbell is situated outside the hall. The Clerk can view members of the public from the office windows. When working alone in the office the staff are required to keep the office door locked. 	<ul style="list-style-type: none"> Staffing committee to continue to monitor. Clerk to report any concerns.

						<ul style="list-style-type: none"> The Council's street cleaner maintenance staff are required to maintains contact with the Clerk with the Council's office staff. 	
RA/M2 (ii)	Use of Parish Council Office (ii)	Health & Safety risk factors from use of the Council office	3	2	6	<ul style="list-style-type: none"> Previous recommendation to liaise with the village hall committee – consider purchasing an air conditioning unit. With only one velux window in the office, ventilation is poor and the office can, at times, get extremely hot. Previously the office staff worked part time however the Council now employs one full time member of staff and one part time/. 	<ul style="list-style-type: none"> Monitor the air condition of the office. At the start of the Covid pandemic measures were put in place to allow the office staff to work from home. During extreme hot weather conditions, providing it does not have an impact on the work this option for flexible working should be considered.
RA/M3 (i)	Parish Council Meetings	Lack of disabled access	3	1	4	<ul style="list-style-type: none"> Prior to the Covid pandemic Council's face to face public meetings have been held in the village in main meeting room. Access to meeting is via stairs. The stair lift well maintained and is monitored by the Village Hall Committee. 	<ul style="list-style-type: none"> The Council recognises the facility for remote meetings (via Zoom) is more inclusive and hopes the legislation to continue with this facility is available.
RA/M3 (ii)	Parish Council Meetings	Health & Safety risks associated from hosting Council meetings	3	1	4	<ul style="list-style-type: none"> The hall has adequate fire escapes and equipment is regularly checked 	<ul style="list-style-type: none"> Continue to monitor
RA/M4	Council Records	Loss through theft, fire, flood damage	1	2	2	<ul style="list-style-type: none"> Adequate filing cabinets and cupboards are available in the office. A plinth has been built so flooding is unlikely to affect the office. The village hall committee have installed a flood barrier. 	<ul style="list-style-type: none"> Damage unlikely. Provision is adequate.
RA/M5	Electronic Records	Loss through backup	3	1	4	<ul style="list-style-type: none"> Use of online accounting package. 	<ul style="list-style-type: none"> Damage unlikely.

						<ul style="list-style-type: none">• New secure accessible website provides historic minutes and documents.• Use of googledrive facility available.• The Council's payroll is outsourced.	<ul style="list-style-type: none">• Clerk and Councillors have had training and have access to website.
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Finance

REF	Subject	Risk / Trigger	Impact	Likelihood	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/F1	Precept	Adequacy of precept in order for the Parish Council to carry out its Statutory Duties.	3	1	4	<ul style="list-style-type: none"> To determine the precept amount required, the Parish Council regularly receives budget reviews throughout the year, and at the time the precept amount is considered, the Parish Council receives a budget report, including actual position and projected position, with indicative figures/costings obtained by the Clerk / RFO. With this information, and from consideration of any future projects, the Parish Council determines the amount of precept required for the following financial year. The Clerk advises the Parish Council when the precept monies are received. As the Council only employs one officer there is the potential risk due to the Clerk being off sick. 	<ul style="list-style-type: none"> Finance committee to continue to meet to review the financial position of the Council and make recommendations. The use of the new Scribe accounting package will enable the Clerk to provide reporting specifically aiming at local authorities. <p>The staffing committee have considered the implications of only employing one officer and if would employ a locum.</p>
RA/F2	Financial Records	Inadequate records and financial Irregularities	4	1	4	<ul style="list-style-type: none"> The Parish Council has Finance Regulations which sets out the requirements. The regulations are viewed regularly. The change of bank accounts to Unity Trust has enabled Councillors to review the transactions on the bank account. 	<ul style="list-style-type: none"> Continue to monitor and review

						<ul style="list-style-type: none"> • The outsourcing of the payroll provides continuity. 	
RA/F3	Bank and banking	Inadequate Checks. Banks Mistakes. Loss of Signatories.	4	1	4	<ul style="list-style-type: none"> • Monthly bank reconciliation checks are completed. • The bank balance is reported at the Council meeting. • Finance reports are submitted to Council meetings. • Members from the finance committee conduct control checks. • The Council has four bank signatories. 	<ul style="list-style-type: none"> • Procedures are adequate but are monitored and reviewed.
RA/F4	Cash	Loss through theft or dishonesty.	4	1	4	<ul style="list-style-type: none"> • Petty cash is maintained in a locked safe and reconciled regularly. • The car park machine provides an audit list which details previous takings and current takings. • In April 2022 an Admin Support Officer started working for the Council. The agreed position was for a fixed term annual contract. At the Council meeting on 21st February 2023, it was agreed to the Admin Support Officer position permanent. 	<ul style="list-style-type: none"> • Existing controls are adequate but will be monitored • Cash takings are part of the Council's control check.
RA/F5	Financial Controls & Records	Lack of Information communication	4	1	4	<ul style="list-style-type: none"> • Payment listings detailing payments for approval and payments made under delegated authority are submitted to the Council with the supporting documents for Council meetings. • Payments are recorded in the Council minutes. 	<ul style="list-style-type: none"> • Existing procedure is adequate

RA/F6	Direct Costs	Goods supplied and not invoiced Incorrect invoicing and payments	4	1	4	<ul style="list-style-type: none"> The Council's Financial Regulations set out the requirements. The performance of the RFO is monitored by the Staffing Committee. Invoices are checked for numeric accuracy. Works are verified by the Clerk/RFO and / or the Council. 	<ul style="list-style-type: none"> Financial regulations are reviewed regularly. Existing procedures are adequate.
RA/F7	Insurance Existing procedure	Adequacy Cost Compliance Fidelity Guarantee	6	1	6	<ul style="list-style-type: none"> An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. An Asset & Open Spaces Working Group has been set up. 	<ul style="list-style-type: none"> Adequate. Review provision and compliance annually. The Asset & Open Spaces Working Group are currently reviewing the Council's assets.
RA/F8	Election costs	Risk of election cost	4	1	4	<ul style="list-style-type: none"> At the time of completing this assessment the Council has three two spaces available. The Clerk has promoted the work of the Council and publicised NALC's 'become a Councillor' campaign. To cover the costs of a potential poll, and associated costs in an election year, the council has a contingency budget to meet election costs. 	<ul style="list-style-type: none"> Included when preparing the precept
RA/F9	VAT	Re-claiming	2	1	3	<ul style="list-style-type: none"> HMRC return is submitted online. Reminders are sent to the Clerk by email if the return has not been submitted. 	<ul style="list-style-type: none"> Existing procedures adequate
RA/F10	Annual Return	Not submitted within time limits	4	1	4	<ul style="list-style-type: none"> The Clerk is responsible to ensure the accounts are 	<ul style="list-style-type: none"> Clerk to ensure members are provided with sufficient information, including

						<p>submitted to the internal auditor, that the Annual return is completed and signed by the Council, then sent on to the External Auditor within time limit.</p> <ul style="list-style-type: none">• The Council's appointed internal auditor has a background and experience working with local Councils.	<p>the Joint Practitioners Guide in Accountability and Governance.</p>
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REF	Subject	Impact Risk / Trigger	Impact Score	Likelihood Score	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/F11	Salaries & Associated Clerk costs	Salaries paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong PAYE deductions	4	1	4	<ul style="list-style-type: none"> Salaries are reviewed annually by the relevant committee and recommendations made to Council. Figures are incorporated in budget calculations. From April 2021 the payroll will be outsourced to One Less Worry The checking of salaries from part of the control check completed by members of the Finance Committee. 	<ul style="list-style-type: none"> The Chair of the Council, or a point of conduct, will be required to liaise with One Less Worry regarding any adjustments for the Clerks pay.
RA/F12	Clerk	Loss of Clerk	6	1	6	<ul style="list-style-type: none"> Opportunities for training provided. Strong communication links with members of the staffing committee. As a lone worker the Clerk maintains the opportunity of interacting with other Clerks. Staffing committee Terms of Reference have recently been reviewed. 	<ul style="list-style-type: none"> Ensure Councillors have adequate training on staffing matters.

Assets

REF	Subject	Risk / Trigger	Impact	Likelihood	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/A1	Street furniture and Office equipment	Damaged bins notice boards, bus shelters and benches etc.	2	3	6	<ul style="list-style-type: none"> Asset register needs reviewing Insurance is due for renewal in June and needs reviewing in May. An Asset & Open Spaces Working Group has been formed. The Clerk, with support from the Chair & Vice Chair, maintains a Council Facebook page. Urgent issues can be reported by messaging the Facebook page. The Council employs a Street Cleaner two maintenance staff who reports issues to the Clerk by WhatsApp. The Council has a database of contractors to call on in emergencies. 	<ul style="list-style-type: none"> A report detailing the condition of Council street furniture is monitored and reviewed being produced. The Council's maintenance staff The Asset & Open Spaces Working Group will monitor the condition of Council property.
RA/A2	Public conveniences	Damage to building, vandalism	6	4	24	<ul style="list-style-type: none"> The public toilets are scheduled to be open seven days a week. The cleaning of the public toilets is contracted to Mrs J Moore, who keeps in regular contact with the Clerk. The Council's maintenance staff are tasked with opening the public toilets. 	<ul style="list-style-type: none"> Vandalism could result in the closure of the public toilets. Councillors' assist in monitoring the public toilets. .
RA/A3	Play and recreation equipment	Loss / damage / injury to third party(ies) / property	6	4	24	<ul style="list-style-type: none"> The Clerk, assisted by the Admin Support Officer and maintenance staff complete visual inspections of the recreation park. On 16/02/2021, the Council agreed a Service Level Agreement for the services of Torpoint Town Council's dog Enforcement Officer. 	<ul style="list-style-type: none"> Vandalism could result in the closure of the public toilets. (Delete – not relevant for this section)

						<p>Whilst completing this work the officer will assist in completing visual checks of play park equipment and Council property.</p> <p>In Spring 2022, the Council recruited a caretaker. The employed hours have increased an additional caretaker employed to support the role.</p>	
RA/A4	Land & Buildings	Preservation of title to land & buildings	2	1	2	<ul style="list-style-type: none"> All land and buildings have been registered. Employment of maintenance staff enables the Council to have a tighter control on monitoring the Council's assets. 	<ul style="list-style-type: none"> Existing procedures sufficient.
RA/A5	Land & buildings	Damage or theft to buildings & contents	3	2	6	<ul style="list-style-type: none"> Land and property is monitored by staff and Council. 	<ul style="list-style-type: none"> Continue to monitor and review

Legal

Liabilities

REF	Subject	Risk / Trigger	Impact	Likelihood	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/L1	Legal Powers	<p>Illegal activity or payments</p> <p>Working Parties taking decisions. (risk of legal challenge)</p>	6	1	6	<ul style="list-style-type: none"> All activity and payments are made within the powers of the Parish Council (not ultra vires) are to be resolved and clearly minuted. Terms of reference are in place and regularly reviewed. The Clerk is CiLCA trained (a recognised Local Council qualification). As detailed on the Clerk's job description, The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. When requirement the Clerk seeks advise from the Society of Local Councils (SLCC) or Cornwall Association of Local Councils (CALC) 	<ul style="list-style-type: none"> Council to continue to support the Clerk in training. Any new staff to be given the opportunity of training. The Clerk should continue to provide all Councillors with the training. The Council to cover membership fees for the County Association (CALC) and the Clerk's membership fees/ The Council will continue to utilise the services of professional bodies. The Clerk should continue to provide the Clerk with newsletters and bulletins from Cornwall Council, National Association of Local Councils (NALC) and Cornwall Association of Local Councils (CALC) and in the long-term absence of the Clerk measures need to be put in place for communication to be forwarded to the members.

REF	Subject	Risk / Trigger	Impact	Likelihood	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/L2	Members / agendas & Statutory documents	Accuracy and legibility. Non-compliance with statutory requirements (risk of the Council being legally challenged)	6	1	6	<ul style="list-style-type: none"> Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting unless there is a resolution made to defer approval until the following meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council complies with the Council's Standing Orders. 	<ul style="list-style-type: none"> The Clerk, who is employed as Proper Officer of the Council, is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk shall prepare the agendas for meetings in consultation with the appropriate members of the Council or relevant committees.
RA/L3	Employer Liability Employee Liability Councillor Liability	Non-compliance with employment law Causing injury (damage) to employee property Causing injury (damage to Councillors)	4	2	8	<ul style="list-style-type: none"> The Council has relevant insurance in place. Legal Advice can be sort from the County Association. The Clerk is a member of the Society of Local Councils 	<ul style="list-style-type: none"> Continue to ensure adequate insurance cover is provided, subscriptions are renewed and training provided.
RA/L4	MLMA	Failure by MLMA to comply with reporting of encroachments and maintenance of reserve to meet liabilities	6	2	12	<ul style="list-style-type: none"> The Council has a representative on the Millbrook Lake Mooring Association Committee. 	<ul style="list-style-type: none"> The current representative has said he will not be standing at the forthcoming elections. At the earliest opportunity, after the elections the Council will need to appoint a new representative.
RA/L5	Freedom of Information	Lack of transparency	6	2	12	<ul style="list-style-type: none"> The Council has adopted a Model Publication Scheme and Freedom of Information Policy. Two Councillors are using external email addresses. Both Councillors have supplied the 	<ul style="list-style-type: none"> Ensure website is kept up to date. Councillors' attendance record to be publicised.

						<p>Clerk with the nominated email addresses.</p> <ul style="list-style-type: none"> The Council has recently updated its website to ensure it is secure and accessible. 	
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Member's responsibilities

REF	Subject	Risk / Trigger	Impact	Likelihood	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/M1	Members interests	Conflict of interest Register of interests	4	2	8	Councillors have a duty to declare any interest at the start of the meeting ⁱⁱ	To beware or regulations with reference to Standards and Register of Interests and review any changes in relation to the Standards and the Code of Conduct.

Council Reputation

REF	Subject	Risk / Trigger	Impact	Likelihood	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/R1	Councillors & Staff	Bringing the Council into disrepute.	4	2	8	Councillors should receive code of conduct training ⁱⁱⁱ	Clerk to investigate Code of Conduct training for all Councillors and training records to be maintained.

Approved Minute 270e, Full Council meeting 20/04/2021 (Finance Committee recommendation 14/04/21, FCAI9)

Legislation

ⁱ Local Government Act 1972, section 151

ⁱⁱ Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

ⁱⁱⁱ The Parish Councils (Model Code of Conduct) Order 2001 No. 3576