

**Item 10) Arnside Parish Council Risk Policy and Register 2021**

Risk management is important. The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. The Council already assesses and manages risks in day to day activity but this register sets out actions to improve existing practices.

Members are ultimately responsible for risk management because risks threaten a council’s ability to achieve its objectives. The clerk should therefore ensure that members should:

• Identify the key risks facing the council

• Evaluate the potential to the council of one or more of these risks taking place; and

• Agree and implement measures to avoid, reduce or control the risk or its consequence.

There are different types of risk such as:

• Physical assets – buildings, equipment, IT hardware etc.

• Finance – banking, loss of income, petty cash etc.

• Injury to the public, employees, officers, contractors and volunteers – in playgrounds and recreation grounds, in council owned/managed buildings, at burial grounds etc

•Non-compliance with legal requirements – agendas and minutes, burial records, etc

• Councillor impropriety – declarations of interest, gifts and hospitality etc

Risks can be eliminated, reduced or transferred by various means such as taking out insurance, use of alternative equipment or methodologies, use of competent and trained personnel, securing of alarms or by regular inspection and maintenance.

The Clerk has formed this risk register by considering the possible risks of these types for the property and activities of the Council, helping to make a judgement about likelihood of the risk occurring and its potential impact and outlining current and identified actions to address these risks.

This policy will be reviewed on an annual basis and has been developed using examples and guidance from SLCC.

A useful tool in quantifying the risks in a qualitative sense (that is not applying historical data) is to make use of the definitions and matrix below.

**Probability of Occurrence = likelihood** **Consequence of Occurrence = Impact**

High Where it is certain that harm will occur. High Death or major injury or illness causing long term disability

Moderate Where harm will often occur Moderate Injuries or illness causing short term disability

Low Where harm will seldom occur Low All other injuries or illnesses

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| Likelihood | Impact | | |  | Low Risk |  | up to 10% |
|  | Low | Moderate | High |  |  |  |  |
| Low |  |  |  |  | Medium Risk |  | 10% - 80% |
| Moderate |  |  |  |  |  |  |  |
| High |  |  |  |  | High Risk |  | over 80% |

**Arnside Parish Council Risk Register 2021**

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|  | **Insurance** | | | | | | |
| **Item** | | **Risk** | **Impact level** | **Likelihood** | **Last**  **Reviewed** | **Management and actions required (bold)** | **Review due** |
| Public and Employers’ Liability | | Not meeting legal requirements | **H** | L | March 2021 | Indemnity limit Public £12,000,000 Employer’s £10,000,000 | March 2022 |
| Money and Fidelity Guarantee | | Financial Loss | M | L | March 2021 | Indemnity limit Fidelity guarantee: £100,000, money £250,000 | March 2022 |
| Personal Accident | | Financial Loss | **H** | L | March 2021 | Indemnity limit £500k per person; Total annual claim cover £2m | March 2022 |
| War Memorial, fountain, street lights | | Asset/ Financial Loss | M | L | March 2021 | £40,341 | March 2022 |
| Cover for Parish Owned Property | | Asset/ Financial Loss | **H** | L | March 2021 | Hirers indemnity £2,000,000. Property all risks cover - buildings £365,000, contents £21,218, playground equipment £63,654. | March 2022 |
| Loss of Revenue | | Financial Loss through rents not being paid | L | L | March 2021 | Covered under Legal costs assuming debt more than £250 | March 2022 |
| Officials Indemnity (includes members) | | Financial Loss, loss of officers/members | M | L | March 2021 | Indemnity limit £100,000 (accident/assault limit £50,000) | March 2022 |
| Libel and Slander | | Financial Loss, loss of officers/members | M | L | March 2021 | Indemnity limit £250,000 | March 2022 |
| Legal costs | | Expense due to litigation | M | L | March 2021 | £200, 000 | March 2022 |

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*N.B.Review date relates to specific annual risk assessment review for this area.*

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|  | **Health and Safety** | | | | | | |
| **Item** | | **Risk** | **Impact level** | **Likelihood** | **Last**  **Reviewed** | **Management and actions required (bold)** | **Review due** |
| Chapel | | Injury to public, members, employees or volunteers, | **L** | **M** | March 2021 | Maintain annual statutory checks. Develop “Lone Worker” guidance. **Two medium risks for action – see Risk Assessment Tracking Register – note agreed May 2021 not to hire Chapel to public during COVID-19 pandemic.** | February 2022 |
| Cemetery | | Injury to public, members, employees or volunteers | L | **M** | March 2021 | Day to day visual assessment and works carried out as reported**. One medium risk for action – see Risk Assessment Tracking Register.** | February 2022 |
| Pier and foreshore including benches | | Injury to public, members, employees or volunteers | **M** | **H** | March 2021 | Visual checks, faults reported. **Six medium risks for action and one low – see Risk Assessment Tracking Register.** | February 2022 |
| Memorial Field | | Injury to public, members, employees or volunteers | **H** | **M** | March 2021 | Annually inspection by SLDC and daily by lead member, any faults reported to Council and repairs carried out ASAP. **Eight medium risks for action – see Risk Assessment Tracking Register.** | February 2022 |
| Toilets | | Injury to public, members, employees or volunteers | L | L | March 2021 | New Maintenance contract in place. Defects reported to APC. Regular APC inspections throughout year. | February 2022 |
| Trees | | Injury to public, members, employees or volunteers | L | L | Continuous | Tree Survey took place in August 2020. **See Survey results for coming year recommendations.** | February 2022 |
| Verges | | Injury to public, members, employees or volunteers | L | L | Continuous | Maintenance contract in place. Reported defects attended to. | February 2022 |

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|  | **Property Maintenance/ Provision of service:** | | | | | | |
| **Item** | | **Risk** | **Impact level** | **Likelihood** | **Last**  **Reviewed** | **Management and actions required (bold)** | **Review due** |
| Procurement of works for repairs etc | | Service delivery is delayed or halted due to slow or ineffective procurement of works. Risk to reputation, injury to public, complaints, litigation | **M** | H | March 2021 | Urgent or major issues dealt with by Clerk/Chair. | March 2022 |
| Memorial Field/ Play ground | | Damage to property, increased health and safety risk, loss of income or asset | **H** | **M** | March 2021 | Public Space Protection Order in place**.** New fences installed.Increased levels of localised vandalism**. See Risk Assessment Tracking Register for playground related issues that need action during 2021. HIGH PRIORITY.** | February 2022 |
| Chapel | | Damage to property, increased health and safety risk, loss of income or asset | L | **M** | March 2021 | **Two medium risks for action** – see Risk Assessment Tracking Register – note agreed May 2021 not to hire Chapel to public during COVID-19 pandemic. | February 2022 |
| Cemetery - maintenance | | Damage to property, increased health and safety risk, loss of income or asset | L | **M** | March 2021 | **One medium risk for action under H&S above –** see Risk Assessment Tracking Register. | February 2022 |
| Cemetery - loss of space | | Loss of service, loss of income | L | L | March 2021 | N/A | March 2022 |
| Cemetery management | | legal risk – compliance with law, litigation , reputational risk , loss of income. Loss of current expertise | **M** | L | March 2021 | None. Legal compliance assured. Clerk undertaken training course in Cemetery Regulations. | March 2022 |
| Benches | | Damage to property, increased health and safety risk, loss of income or asset | L | L | Continuous | Full review of benches completed. Maintenance work being carried out in house and using contractor. New low maintenance bench sourced for future purchases. | March 2022 |
| War memorial and Fountain | | Damage to property, increased health and safety risk, loss of income or asset | L | L | March 2021 | Works requested on fountain, but not yet undertaken? | February 2022 |
| Toilets | | Damage to property, increased health and safety risk, loss of income or asset | L | L | May 2021 | See Risk Assessment. No actions. | February 2022 |
| Pier and Foreshore | | Damage to property, increased health and safety risk, loss of income or asset | M | **H** | March 2021 | **Six medium risks for action and one low – see Risk Assessment Tracking Register.** | February 2022 |
| Lights/ bins/ planters etc? | | Damage to property, increased health and safety risk. | L | L | Continuous | Defects attended to as required. | March 2022 |
| Office/ individual equipment? | | Damage to property, increased health and safety risk. | L | L | March 2021 | New laptop purchased for Clerk in 2020. | March 2022 |
| Allotments | | Damage to property, increased health and safety risk, loss of income or asset. | L | L | April 2021 | See Risk Assessment. No actions. | February 2022 |

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|  | **Financial Matters:** | | | | | | |
| **Item** | | **Risk** | **Impact level** | **Likelihood** | **Last**  **Reviewed** | **Management and actions required (bold)** | **Review due** |
| Banking Arrangements | | Financial loss | L | L |  | Financial regulations checked at internal audit | April 2022 |
| Insurance Providers | | Financial loss | L | L | March 21 | 3 year agreement ending 2024 | March 2022 |
| VAT Return Completed/Submitted | | Financial loss/ non compliance | L | L |  | done quarterly. | April 2022 |
| Annual Salary Review | | Non Compliance | L | L |  | To be aligned to budget process and national agreement notices. To include officer expenses policy review. | March 2022 |
| Review of rents and charges (inc Allotments) | | Financial loss/ non compliance | L | L | March 21 | Aligned to budget and charging processes. Agreed no rent increases this year due to impact of COVID-19. | March 2022 |
| Budget Agreed, Monitored and Reported | | Financial loss/ non compliance | L | L | ongoing | Budget workshop held with members before budget setting meeting. Regular reports and forecasts. | January 2022 |
| Precept Requested | | Financial loss/ non compliance | L | L | January 2021 | Completed by end January. | January 2022 |
| Bank Reconciliations Overseen By Councillors | | non compliance | L | L | monthly | By signatories when signing cheques and authorising online payments. | Monthly |
| Chairman’s allowance and members travelling expenses reviewed and agreed | | non compliance | L | L | January 2021 | To be aligned to reporting from SLDC remuneration board | January 2022 |
| Internal Audit | | non compliance | L | L | March 2021 | Internal auditor appointed for coming year, one inspection per year. | December 2022 |
| External Audit | | non compliance | L | L |  | Return to be completed by Clerk and RFO checked with internal audit, Annual Return to Council June 2021 | June 2022 |
| Internal Check of Financial Records | | Financial loss/ non compliance | L | L | Ongoing | Two signatures required, all reported to council, internal controls reviewed by Council annually and checked with internal audit. New online banking procedures in place. | April 2022 |
| Illegal expenditure | | Financial loss | L | L |  | RFO appointed Oct 2016 to attend Clerk induction training, advice sought when necessary | Ongoing |
| Pay roll – HMRC PAYE compliance avoidance of penalties | | Financial loss/ non compliance | L | **M** |  | Professional pay role services and RFO appointed Oct 2016 | Ongoing |
| Loss of grants (toilets and cemetery) | | Financial loss | **M** | **H** |  | Cemetery grant cut to £1,810. Toilet grant comes to an end in 2022. Unlikely it will be extended however cashless toilet charges proving successful. | 2022 |

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|  | **Record Keeping, information and Data protection** | | | | | | |
| **Item** | | **Risk** | **Impact level** | **Likelihood** | **Last**  **Reviewed** | **Management and actions required (bold)** | **Review due** |
| Minutes Properly Numbered etc | | Non compliance | L | L | On-going | New numbering system introduced 2014, checked with internal audit. Any alteration to page numbers due to errors minuted. | Ongoing |
| Asset Register Available/Updated | | Non compliance | **M** | L | April 2021 | Reviewed with Audit papers, available by request. Review required to ensure all assets are listed. | April 2022 |
| Financial Regulations Available/Updated | | Non compliance | L | L | May 2021 | Annual Review by Council. | May 2022 |
| Standing Orders Available/Updated | | Non compliance | L | L | April 2021 | Annual Review by Council, and respond to NALC alterations | May 2022 |
| Back-up Taken of Computer Records, including payroll | | Non compliance/ loss of data | **H** | L | Ongoing | Hard drive used for regular back up and stored in fireproof safe. NOT HAPPENING IS THAT AN ISSUE? Use of Cloud services with automatic back up – keep off the premises | May 2022 |
| Data protection/ FOI | | Non compliance/ financial risk | **M** | **M** | May 2018/ ongoing | New GDPR in force from May 2018, Clerk undertaken training, registration with ICO in place, Data officer service to be reviewed. | Ongoing |
| Web site | | Incorrect/ out of date information published/ Non compliance | L | L | May 2018/ ongoing | Clerk maintains site, Deputy now able to edit and review information. Published in line with information schedule. New website launched soon. | May 2022/ ongoing |
| Information schedule | | Non compliance | L | L | May 2018 | Annual review by Clerk approved by Council. | May 2022 |

1. In July 18 APC paid £150 to Local Council Public Advisory Service for data protection work.

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|  | **Employees, volunteers and Contractors:** | | | | | | |
| **Item** | | **Risk** | **Impact level** | **Likelihood** | **Last**  **Reviewed** | **Management and actions required (bold)** | **Review due** |
| Contracts of Employment | | Loss of service/ non- compliance/ financial loss | L | L | As required | Use models and seek advice from Calc to ensure compliance. Review salaries annually | N/A |
| Contractors tender | | Loss of service/ non- compliance/ financial loss | **M** | L | January 2021 | Tender/ contract includes requirements for risk assessment documentation. New insurance and grounds maintenance contracts let in 2021. Insurance 3 year. Grounds maintenance 3 year | Jan 2024 |
| Under staffing | | Loss of service/ non- compliance/ financial loss | **M** | **M** | ongoing | Calc have list of possible locum clerks | March 2022 |
| Staff development | | Loss of service/ non- compliance/ financial loss | **M** | L | March 2021 | Continue Staff training, as required. Carry out annual appraisals. | March 2022 |
| Volunteers | | Loss of opportunity to engage public and provide value for money/ non- compliance | **M** | **M** | March 2021 | Develop volunteer policy/agreements. Check insurance and provision of PPE. | ongoing |
| Lone Working | | Health and safety impact on members, employees and volunteers. Security issues | **M** | **M** | March 2021 | Locks, key codes changed. ‘Beeper’ on door when accessed. Currently Clerk working from home. Cemetery Officer works with Councillor Brockbank. No lone working policy in place. | March 2022 |

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|  | **Members’ Responsibilities:** | | | | | | |
| **Item** | | **Risk** | **Impact level** | **Likelihood** | **Last**  **Reviewed** | **Management and actions required (bold)** | **Review due** |
| Code of Conduct Adopted | | Non compliance/ complaints | L | L | On-going | Respond to Committee on standards for public life | Ongoing |
| Register of Interests Completed and Updated | | Non compliance/ complaints | L | L | On-going | Yes on web site, reviewed regularly in conjunction with SLDC requirements | Ongoing |
| Register of Gifts/Hospitality | | Non compliance/ complaints | L | L | On-going | Yes develop annual statement to be signed by Chair - even in event of no gifts being received | Ongoing |
| Declarations of Interests Minuted | | Non compliance/ complaints | L | L | On-going | Yes – Clerk induction to ensure new members understand | Ongoing |
| Engagement with public | | Loss of support or effective representation | H | L | On-going | Annual assembly include local groups and consultation on priorities. Links on web site. | Ongoing |
| Loss of members in sufficient number for quorate | | Loss of ability to function as council effectively | **H** | **H** | On-going | Continue to advertise and actively seek new members. | Ongoing |
| Member development | | Effective decision making and progress on actions, compliance | L | L | On-going | Members attend good councillor training, Chair attended training, other training as identified | Ongoing |

**Agreed at meeting 9 August 2021**

**Signed**

**Chairman Clerk : Date**