

MANTON PARISH COUNCIL RISK MANAGEMENT ASSESSMENT

<u>ACTIVITY</u>	<u>RISK</u>	<u>RATE</u>	<u>MITIGATE THE RISK</u>	<u>REVIEW DATE</u>
Business Continuity		LOW MEDIUM HIGH		
Incapacity/absence of the Clerk	Unable to continue daily Council business		Designate a temporary Clerk or request locum Clerk from SLCC	
Resignation of Clerk	Can't appoint new Clerk within a Month		Undertake succession planning	
Loss or theft PC Records and/or Computer	Unable to continue daily business of the Council		Paper records kept to a minimum & secure in Clerk's home. Digital records backed up with Chairman	
Compliance with Council's Legal and Financial Requirements & Regulations				
Lack of knowledge of legal regulations and policies	Incorrect decisions made by Cllrs		Ensure Cllrs have working knowledge of Code of Conduct, Standing Orders Financial Regs and policies. Ensure Cllr training as needed	Reviewed at Annual PC Meeting in May
Absence of Standing orders	Potential public disorder at meetings and uncertainty of Council's rules of operation		Ensure Chairman is adequately briefed and prepared, Also Cllrs are fully aware of any action required.	Standing Orders are reviewed at Annual PC Meeting
Awarding of contracts to suppliers of Parish Council goods and services	Lack of good "value for money" for certain council expenditure. Conflict of personal interests/favouritism		Clerk to obtain 3 quotes for purchases over £100 and under £3000. Agreement by Council resolution to award contractor the work	Contracts for supply of substantial, ie up to £3000 for goods, materials and services, are renewed annually
Submit Precept requirement to Rutland County Council	Funds not paid into Council's Bank for new Financial Year		Completed total budget for Council to approve by resolution is used as basis for the Precept submission. The Clerk, following this meeting, ensures	Budget reviewed annually in November for Precept request to RCC in January

			Precept request to RCC is immediately actioned	
Lack of control of payments by cheque	Potential fraud of council funds		Three authorised Bank signatories approved by council. All cheques require two signatories. Clerk has “view only” access to bank a/c and can't sign cheques	Signatories changed as business requires, ie when an authorised signatory resigns and new signatory needed
VAT not properly accounted for	Reduced income for the Council		Ensure separate column in cash book for VAT Invoices and Clerk (RFO) is competent to complete VAT claim from HMRC .	VAT claimed annually from HMRC
Governance and Management				
Notice of MPC Meetings to Cllrs and Public	Notice not served with legal requirement of 5 clear days.		Clerk ensures notice is served legally to Councillors and in a timely manner and posted on website and notice board on that particular day.	Bi Monthly and Ad Hoc Extraordinary Meetings
Approval of Minutes	Not signed off by Chairman at next meeting		Clerk ensures minutes are signed off before placing into Minute book	Bi-monthly to include Extraordinary meetings
Register of Interests	Not updated when new Cllr coopted or if a Councillor has a change in circumstances which need to be declared		Clerk ensures for new Cllrs that these are submitted to Monitoring Officer within 28 days of an appointment. These are reviewed regularly with the Monitoring Officer	
Freedom of Information	Request not responded to within 20 days		Council has adopted a model policy. Clerk has direct responsibility to ensure a timely response within 20 days of written request for any Council information.	
Managing playing Areas and Equipment	Not properly maintained resulting in an accident and injury to a child		A play area and associated equipment check is implemented by a Councillor at least monthly and reported to Council. A professional Play Equipment Inspection is carried out annually.	At least monthly by Councillor Representative, and an annual Playground Inspection by qualified Company.

Cemetery Management	Not keeping cemetery in good order and repair and ensuring legal record keeping for Manton cemetery		Contract awarded for grass cutting and implemented. Rutland County Council conducted a tree inspection of cemetery. This has been implemented. Statutory records completed for burials and related matters	Annual contract awarded for grass cutting

Risk Assessment agreed by Resolution at Manton Parish Council Meeting on 29th September 2021

Minute No.20/21

To be reviewed Annually every September