



Risk Management Policy & Risk Assessment

October 2022

Next review October 2023

BEDALE TOWN COUNCIL

RISK MANAGEMENT POLICY STATEMENT

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.

Policy Statement

Bedale Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk management is an integral part of the Council's management processes.

Objectives

The objectives of the Council's risk management strategy are to:

- Integrate risk management into the culture of the Council
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental, and legislative requirements
- Prevent loss, disruption, damage, and injury, and reduce the cost of risk, thereby maximising resources
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management.

These objectives will be achieved by:

- Establishing clear roles, responsibilities, and reporting lines within the Council for risk management
- Providing opportunities for shared learning on risk management across the council
- Providing risk management training and awareness sessions
- Incorporating risk management considerations into the Council's management processes e.g. project management
- Effective communication with, and the active involvement of, employees
- Monitoring arrangements on an ongoing basis

Responsibility for Risk Management

The Council recognises that it is the responsibility of all Councillors and employees to have regard for risk in carrying out their duties. If uncontrolled, risk can result in a drain on resources that could better be directed to front line service provision, and to the meeting of the Council's objectives and community needs.

This policy has the full support of the Council which recognises that any reduction in injury, illness, loss or damage benefits the whole community. The co-operation and commitment of all employees is required to ensure that Council resources are not squandered as a result of uncontrolled risk.

Bedale Town Council Risk Assessment

Notes

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Council to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Council should then take all reasonable, practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Bedale Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

FINANCIAL AND MANAGEMENT		Odds	Impact		
Subject	Risks Identified	H/M/L	H/M/L	Management/Control of risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to unexpected circumstances.	L	H	The post of Assistant to the Clerk enables transfer of knowledge and provides a level of business continuity. A parish Emergency Plan has been developed and issued Help available from HDC/NYCC where necessary	Existing process satisfactory Review annually

Precept	<p>Adequacy of precept. Precept requirement not submitted Precept requirement not received by Hambleton DC/NYC</p>	<p>L L L</p>	<p>H H H</p>	<p>Precept established by reference to budget, set annually by the Council (see below). Budget developed by reference to previous years actuals, projected and budget figures, and in consideration of future projects. Budget approved at November Council meeting preceded by a meeting specifically to set the budget. Submitted to Hambleton DC in January. Precept received in two payments, May and October. The budget ensures that the Council has sufficient reserves to continue business for a minimum of six months should payment from principal authority be late.</p>	<p>Existing process satisfactory Review annually</p>
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Financial records	Inadequate records Financial irregularities	L L	H H	Council applies the requirements of the Financial Regulations which are reviewed annually	Existing process satisfactory
Bank & banking	Inadequate checks Bank mistakes Loss Charges Signatory loss	L L L L L	H H H L L	Council applies the requirements of the Financial Regulations which are reviewed annually. Bank mistakes are dealt with as and when they arise and are identified as a result of monthly reconciliation. Adequate number of Councillors as signatories, any necessary replacement handled in a timely manner by Council and Bank	Existing process satisfactory
Cash	Loss through theft or dishonesty	L	H	Cash is banked on the first banking day after receipt Petty cash is not held Any float for e.g bonfire and fireworks is withdrawn by a signatory off a cheque signed by two signatories	Existing process satisfactory
Reporting and auditing	Information communication	L	H	Bank reconciliations and payments/receipt schedules are produced monthly, and all payments are authorised by the Council. Analyses of budget vs. actual are provided bi-annually	Existing process satisfactory
Direct costs Overhead expenditure Debts	Goods not supplied but billed / incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L L L L	M M L L	No payment is made for goods not received or services not supplied, and all invoices are checked for accuracy Cheque payments are signed by two Councillors, usually at Council meetings, and are checked against the payments schedule. The Council holds very little stock, and what is held is covered by insurance Any unpaid invoices are chased, and there is no evidence of bad debt.	Existing process satisfactory Review annually
Grants and support - payable	Power to pay Authorisation of council to pay	L L	H H	Such payments are approved by the Council in consideration of its powers and are subject to the same accountancy rigour as any other payment. S137 payments are rare and are listed separately in the accounts.	Existing process satisfactory Review annually

FINANCIAL AND MANAGEMENT		Odds	Impact		
Grants and support - received	Ensuring payment in applicable time frame	L	H	In certain circumstances grants and support are paid subject to providing evidence of invoice, cheque, council approvals etc. and may have to be claimed within a particular financial year. The Council ensures payments are approved and paid to allow the grants to be paid.	Existing process satisfactory Such grants are accounted for in a standalone budget code, and are expected to be financially neutral to the Council.
Charges – rentals receivable	Market rent Car boot sales Park lettings	L L M	M M L	Council employs a market superintendent whose responsibilities include collecting and banking market rents, with a copy of each receipt retained in office. Payments received are checked against number of stall holders. Park letting payments from car boot sale organisations are paid at least a month in advance. A schedule is maintained to ensure all payments have been received. All lettings are invoiced with payment required in advance, along with a damage deposit if appropriate	Existing process satisfactory Note: market, car boot and park letting income are all weather dependent
Best value accountability	Work awarded incorrectly Overspend on services	L M	H M	Financial regulations are applied with reference to quotations/tenders. Any issues of inaccuracy or indications of overspend would be referred back to the Council for consideration/action.	Existing process satisfactory Review annually

Salaries & associated costs	Salary paid incorrectly Wrong hours/rate paid False employee Wrong PAYE deductions Unpaid PAYE to HM Revenue & Customs	L L L L L	M L M L H	The Council appoints employees and defines the rate of pay. All payments are subject to usual financial rigours and calculations made on the HMRC online PAYE portal	Salary reviews are conducted annually for Clerk and Assiatant Clerk, and as necessary for other staff
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff	M L L	H H H	The appointment of an Assistant to the Clerk ensures business continuity. Market Superintendent absences are covered casually and/or rents paid retrospectively. Caretaker / litterpicker absences covered casually. Both computers are kept in the office with all files backed up to DropBox and external hard drive Receipts and payments are checked and balanced as above and via annual internal and external audit Staff contracts and the law, especially the Local Government Act 1972, make clear the delineation of responsibility between staff and Councillors. Staff supervision is regular, with an Employment Working Group able to react to any inappropriate actions by staff.	<i>Create a Business Continuity Plan to codify chain of action should one or more staff members be unexpectedly absent</i>

FINANCIAL AND MANAGEMENT		Odds	Impact		
Election costs	Risk of an election cost	L	M	Sum allowed for in budget	Existing process satisfactory
VAT	Reclaiming under VAT126	L	M	Claims prepared regularly using Council's finance software.	Existing process satisfactory Review annually
Annual return	Submit within time limits	L	H	Process driven by dates defined in external audit documentation. Year-end accounts are prepared immediately following year end, internal auditor appointed during previous year.	Existing process satisfactory Review annually
Legal powers	Illegal activity or payments	M	H	All activity and payments resolved/agreed at properly constituted Council meetings and recorded, with the power used (e.g. Section 137), in the minutes	Existing process satisfactory
Minutes/agendas/notices & statutory instruments	Accuracy and legality Business conduct	L L	M M	Minutes and agendas are produced by the Clerk (or Assistant Clerk in Clerk's absence), adhering to legal requirements and best practice. Minutes are approved and signed at the following meeting and agendas are displayed on public notice boards and the website in accordance with law. The Council records all meeting under a recording of meetings policy.	Existing process satisfactory Guidance/training to Chair available from YLCA / NALC. Councillors are expected to abide by the Code of Conduct, and Civility and Respect Pledge, during meetings and at all times.
Members' interests	Conflict of interest Register of members interests	L L	L M	This is the first item on all agendas as standard and serves as a reminder to Councillors to declare any relevant interests, and request dispensation if necessary.	Existing process satisfactory. Review annually

				All Councillors register their interests on election / co-option, and it is their responsibility to ensure their declaration of interests held by the principal authority is up to date.	
Insurance	Adequacy Costs Compliance	L L	H	The Council reviews its insurance annually with reference to the asset register which is an ongoing document.	Existing process satisfactory Review Annually
Data protection/GDPR	Policy Provision	L	M	The Council is registered as a data holder under the GDPR. Training is available on request.	Existing process satisfactory Review Annually

FINANCIAL AND MANAGEMENT		Odds	Impact		
Freedom of Information	Policy Provision	M	H	A publication scheme was introduced in 2008/9 and adopted by the Council. Any weighty request could have significant workload implications.	Reviewed as required and will be amended in association with website development.
Social emergencies (e.g. pandemic)	Policy Provision	M	H	An emergency planning group is in place to co-ordinate measures deemed necessary by principal authorities and or the government to manage the situation. In the event of being unable to meet decisions can be made by the Clerk, or, in their absence, the Assistant Clerk, under the Scheme of Delegation.	Reviewed as required
Event Risk Assessment	Bonfire & Fireworks Market Car boot sale Other external events	M L L L	H H H H	Separate risk assessments are produced for: car boot sales; annual bonfire and fireworks display; the Christmas Market and lights switch-on; and any other one-off external events, e.g. bicycle races, military parades. Tuesday market stall holders each have their own public liability insurance, as do car boot sale organisers and other companies working on BTC events – including butb not limited to traffic management companies, fairground operators, stage and PA suppliers. Hambleton DC Safety Advisory Group, which includes police and emergency service representatives, have oversight of risk assessments for major events.	Continue to risk asses these events as and when they are organized.

PHYSICAL EQUIPMENT OR AREAS		Odds	Impact		
Subject	Risks Identified	H/M/L		Management/Control of risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third parties/property	M M	H	An annual review of assets takes place, with the asset register updated as assets are purchased or disposed of, and appropriate insurance provision is in place	Existing arrangements satisfactory
Maintenance	Poor performance of assets or amenities. Risk of damage by or injury to third parties.	L	H	Insurance provision in place. Contractors, Councillors, employees and residents draw attention to issues, which are resolved in a timely manner by staff or contractors. A biennial tree survey provides a risk-based report on which the Council may act. Annual and weekly inspections of play areas ensure play facilities are well maintained and repaired as required.	Existing arrangements satisfactory
Grass cutting and maintenance of Council grounds	Inadequate management by sub-contractors	M	H	Grass cutting and grounds maintenance contracts are awarded on an open tender basis, with successful contractors having an agreed trial period to ensure satisfactory performance before a permanent contract is awarded. Checks are made on contractors' risk assessments and insurances to reasonably mitigate risk to the public.	Review annually
Meeting location	Adequacy for public access	L	L	Meetings held in suitable room, usually at Bedale Hall, with larger spaces available where many public are expected to attend	Existing arrangements satisfactory

Council records - paper	Loss through theft, fire or damage.	L	M/H	Necessary records are held in Council's office and Bedale Hall attic. Essential documents now held in a fireproof, secure cabinet.	Existing arrangement satisfactory.
Council records - electronic	Loss through theft, fire, damage, corruption of computers	M	H	The Council's electronic records are stored on the Council's computers. Backups are taken at regular intervals, with storage provision online and via external hard drive in place.	Existing arrangements satisfactory