

Murton Parish Council's risk management policy follows guidance set out in the Practitioner's Guide. This document provides the practical interpretation of that

Number	Description of risk	Impact on the PC	Risk Rating H/M/L	Response/Action
1	Financial - loss of money			
1.1	Financial Regulations out of date	Operating outside current national guidance	L	Financial Regulations reviewed annually against NALC guidelines <i>Governance and Accountability in Local Councils in England and Wales: A Practitioner's Guide</i> . Changes adopted at Annual Council Meeting in May.
1.2	Financial Regulations not followed	Financial deficit for PC	L	All financial decisions reviewed prior to meeting by a Councillor (non-signatory) and reviewed at quarterly meetings.
1.3	Inadequate precept, precept not submitted by deadline	Unable to meet financial needs of PC	L	Draft budget approved in principle at November meeting, subsequently confirmed on receipt of CTB and CTR from EDC and noted at February meeting (falls after the EDC deadline).
1.4	Unanticipated expense	Financial deficit for PC	L	Discussed by PC prior to payment and discussion regarding drawing funds from Reserves.
1.5	Salary - error in payment, PAYE, NI, rate of pay, hours paid	Financial mismanagement	L	HMRC Real Time software used to calculate wages, PAYE, NI. Clerk keeps record of hours worked. Annual review of pay and hours worked.
1.6	Annual Return not completed accurately, missed deadline, public notice not given	PC operating illegally	L	All actions related to Annual Return scheduled: Financial Risk Management & Assessment, Internal Audit, agenda items.
2	Security - fraud, theft, embezzlement			
2.1	Theft of money from bank account	Financial deficit for PC	L	No petty cash is held, all cheques and financial transactions require two signatures. Fidelity insurance in place.
3	Property - damage to property			
3.1	Loss of Council and financial records	Inadequate archive, difficulty in accessing background information, eg invoices.	L	All paper records stored in locked metal filing cabinet. All records computerised, password-protected with regular back-up on external hard drive. Records reviewed periodically and transferred to Cumbria Archives.
3.2	Damage or theft of PC owned property	Costs of replacement, repair	L	Asset Register reviewed annually with photographic record. Regular asset inspections undertaken by Councillors. Appropriate insurance in place
3.3	Damage incurred to or within Cemetery	Poor service to Cemetery users	L	Regular asset inspection. Maintenance as necessary.
4	Legal - breaking the law or being sued			
4.1	Standing Orders out of date	Operating outside current national legal guidance	L	Standing Orders reviewed annually against NALC guidelines. Changes adopted at Annual Council Meeting in May.

Number	Description of risk	Impact on the PC	Risk Rating H/M/L	Response/Action
4.2	Illegal activity by Councillors or Clerk	PC operating illegally	L	All Councillors undertake to observe the Code of Conduct on acceptance of Office. All actions by PC resolved and minuted at PC meetings. Advice sought from CALC or EDC for unusual action.
4.3	Inadequate insurance	PC operating illegally	L	Employer liability, public liability, fidelity guarantee, money, legal expenses, personal accident and property damage insurance in place. Reviewed annually.
4.4.	Members interests not declared	Conflict of interests in PC operation	L	Register of interests updated at start of term of office and reminder to declare interests on all agendas.
4.5	Damage to third party property or individuals	Legal costs	L	Public liability and legal insurance reviewed annually.
4.6	GDPR breach	Inappropriate release of personal data. Investigation by ICO.	L	Respond to legal requirements of GDPR breach. Annual review of GDPR requirements and adequacy.
5	IT - failure of IT systems or Misuse			
5.1	Loss of PC records	Inadequate archive, difficulty in accessing background information		Regular back-up stored on hard drive, all files also stored in cloud, Agenda, Minutes, Appendices all stored on PC website.
6	Reputational - actions that could harm the authority's public reputation			
6.1	Illegal activity by Councillors or Clerk	PC operating innappropriately.		All Councillors undertake to observe the Code of Conduct on acceptance of Office. Councillors and Clerk receive CALC training.
7	Other			
7.1	Loss of key person	PC has difficulty in functioning.		Clerk to create notes for essential tasks and keep up to date with PC tasks. CALC to be notified for advice and support.

Signature

Date

Parish Clerk

Parish Councillor