



1. Introduction

1.1 Pennington Parish Council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees and the people it works with and the importance of risk management in order to maintain the ability to deliver the activities/ services expected of the Council. Risk management is a factor that enables the Council to satisfy its objective to deliver high quality public services.

1.2 The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk

2. Objectives

2.1 The objectives of the risk management policy are to:

- Integrate risk management into the culture of the council
- Manage risk in accordance with best practice and legislative requirements
- Minimise loss, disruption, injury and damages
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

2.2 These objectives will be achieved by:

- Identification of risk and level of risk.
- Undertaking risk assessments and reviewing them annually
- Managing the risk and recording actions
- Incorporating risk management considerations into council processes
- Providing appropriate training
- Establishing clear roles, responsibilities and reporting lines
- Effective communication with, and active involvement of, employees

3. Risk Management Background

Risk management is making sure informed decisions are made based upon facts and the risks identified, which typically might be those of finance and safety. The majority of risk can be eliminated if the Parish Council ensures that it operates according to all relevant rules, legislation, procedures and codes of conduct appertaining to its functioning. Strict adherence to financial disciplines and controls is of paramount importance at all times.

A risk assessment is nothing more than a careful examination of all aspects concerning a particular event/action so that an informed decision can be made knowing that unnecessary risk has been eliminated and any remaining risk together with its possible impact has been identified. For the ease of implementation and control of a risk management process there are a number of individual activities/responsibilities that can be grouped together under the following headings: -

Physical assets - buildings, furniture, equipment, machinery etc.

Financial - budgeting, financial accounting, fraud control, petty cash, supporting documentation etc.

General Liability - injury to individuals and third parties.

Employer liability - the rights of any employee are upheld.

Legal liability - duties of the Parish Council are executed in accordance with legal requirements

Councillor propriety - adherence to code of conduct, declaration of interests etc.

Image/attitudes - maintaining positive image and attitudes towards the Parish Council.

4. Review

Risk management is reviewed on a rolling and annual basis. Deletions, amendments and additions may be made as necessary and advice from internal and external auditors, and insurance companies will be considered on receipt of reports. Monitoring of particular assets/ risks will be delegated to specific councillors/ teams.

The risk assessment and management procedures for Pennington Parish Council are outlined herein.

AREA – PHYSICAL ASSETS				
ASSET	PARISH ROOMS			
RISK	MANAGEMENT	LEVEL	REVIEW	OFFICER
Structural loss/ damage	Insurance Asset register Maintenance review	M	Annual Annual Ongoing	Clerk Clerk Council
Financial loss/ damage	Insurance Asset register Maintenance review	M	Annual Annual Ongoing	Clerk Clerk Council
Security loss/ damage Public use	Insurance Hire agreements Asset register Maintenance review	M	Annual Annual Annual Ongoing	Clerk Clerk Clerk Council
Services/ bills	Monitor bills Energy audit	M	Ongoing Ongoing	Clerk Council
ASSET	SUNNYSIDE			
Landlord	Maintenance review Insurance	M	Ongoing Annual	Council Clerk
Structural loss/ damage	Insurance Maintenance review Tenants report	M	Annual Ongoing Ongoing	Clerk Council Council
Financial loss/ damage	Insurance Tenancy agreement Rent review	M	Annual Annual Annual/ as necessary	Clerk Council Council
Security/ safety loss/ damage	Insurance Maintenance review Tenants report	M	Annual Ongoing Ongoing	Clerk Council Council
Squatting	Insurance Regular security checks	M	Annual Ongoing	Clerk Council
ASSET	GRAZING LAND			
Financial loss/ damage	Insurance Asset register	M	Annual Annual	Clerk Clerk
Public safety	Insurance Regular security review	M	Annual Ongoing	Clerk Council
ASSET	LOPPERGARTH CARPARK			
Structural loss/ damage	Insurance Regular maintenance review Asset register	M	Annual Ongoing Annual	Clerk Council Clerk

Public safety	Insurance Regular maintenance review	M	Annual Ongoing	Clerk Council
ASSET	ALLOTMENTS			
Landlord	Insurance Plot inspection Maintenance review Asset register	M	Annual Ongoing Ongoing Annual	Clerk Councillor Council Clerk
Financial loss/ damage	Tenancy agreements Insurance Rent review	M	Annual Annual Annual/ as necessary	Council Clerk Council
Structural loss/ damage	Maintenance review Insurance	M	Ongoing Annual	Council Clerk
Security loss/ damage	Maintenance review Insurance	M	Ongoing Annual	Council Clerk
Public safety	Insurance Safety review	M	Annual Ongoing	Clerk Council
Services/ bills	Monitor services/ bills Energy audit	M	Ongoing Ongoing	Clerk Council
Covenant – stock-proof fence	Stock proof fencing	M	Ongoing	Councillor
ASSET	LOPPERGARTH PLAYGROUND			
Structural loss/ damage	Insurance Monthly inspection report Playground committee checks Asset register Repairs	M	Annual Monthly Ongoing Annual Ongoing/ as necessary	Clerk Inspector Committee Clerk Council
Public safety	Monthly inspections Insurance	M	Monthly Annual	Inspector Clerk
ASSET	SWARTHMOOR PLAYGROUND			
Structural loss/ damage	Insurance Monthly inspection report Asset register Repairs	M	Annual Monthly Annual Ongoing/ as necessary	Clerk Inspector Clerk Council
Public safety	Monthly inspections Insurance	M	Monthly Annual	Inspector Clerk
ASSET	SWARTHMOOR BASKETBALL AREA			
Structural loss/ damage	Insurance Monthly inspection report Asset register Repairs	M	Annual Monthly Annual Ongoing/ as necessary	Clerk Inspector Clerk Council
Public safety	Monthly inspections Insurance	M	Monthly Annual	Inspector Clerk
ASSET	BUS SHELTERS – Ulverston Road, Pennington Lane Ends, Birkrigg Park			
Structural loss/ damage	Insurance Maintenance checks Asset register Repairs	M	Annual Ongoing Annual Ongoing/ as necessary	Clerk Council Clerk Council
Public safety	Insurance	M	Annual	Clerk
ASSET	TELEPHONE KIOSKS – Swarthmoor, Loppergarth			
Structural loss/ damage	Insurance Maintenance checks Asset register Repairs	M	Annual Ongoing Annual Ongoing/ as necessary	Clerk Council Clerk Council

Public safety	Insurance	M	Annual	Clerk
Services/ bills	Monitor bills Energy audit	M	Ongoing Ongoing	Clerk Council
ASSET	NOTICEBOARDS – Swarthmoor, Pennington, Loppergarth			
Structural loss/ damage	Insurance Maintenance checks Asset register Repairs	M	Annual Ongoing Annual Ongoing/ as necessary	Clerk Council Clerk Council
Public safety	Insurance	M	Annual	Clerk
ASSET	BINS – Swarthmoor Park, Rufus Lane			
Structural loss/ damage	Insurance Maintenance checks Asset register Repairs	M	Annual Ongoing Annual Ongoing/ as necessary	Clerk Council Clerk Council
Public safety	Insurance	M	Annual	Clerk
ASSET	MACHINERY/ EQUIPMENT			
Structural loss/ damage	Insurance Maintenance checks Asset register Repairs	M	Annual Ongoing Annual Ongoing/ as necessary	Clerk Council Clerk Council
Security loss/ damage	Insurance Maintenance checks Asset register Repairs	M	Annual Ongoing Annual Ongoing/ as necessary	Clerk Council Clerk Council
Public safety	Insurance	M	Annual	Clerk
AREA - FINANCIAL				
Banking – Accounting errors	Financial regulations Mainstream banking	M	Ongoing Ongoing	Council Council
Cash – loss through theft or dishonesty	Insurance Limited petty cash Internal controls Internal audit	M	Annual Ongoing Ongoing Annual	Clerk Clerk Council Auditor
Fraud – misappropriation of funds, reputational damage	Insurance	M	Annual	Clerk
Financial Control – mis-payments, accounting errors	Monthly reconciliation Internal control Internal/ external audit Regular analysis	M	Monthly Ongoing Annual Ongoing	Clerk Council Auditor Council
Precept/ Budget – inadequate cashflow, reputational damage	Annual budget review	M	Annual	Council
Reserves – unable to meet financial commitments	Review general reserves Maintain general reserves Annual provision for 4 yearly election costs	M	Ongoing Ongoing Ongoing	Council Council Council
Payroll – incorrect payments, fraud	Recognised software Pay levels/ scales Authorised	M	Ongoing Ongoing Ongoing	Clerk Clerk Council

HMRC – Fine, reputational damage	Recognised software Internal controls	M	Ongoing Ongoing	Clerk Council
Grants – improper use of funds	S137 payments Grant review Grants Policy	L	Ongoing Ongoing Annual	Council Council Council
Projects – inadequate cash flow/ income	Project appraisal	M	Ongoing	Council
Annual return – Fine, reputational damage	Agreed at open meeting Internal controls/ monitoring Internal audit External audit	M	Ongoing Ongoing Ongoing Ongoing	Council Council Auditor Auditor
GENERAL LIABILITY				
Legal liability/ asset ownership, reputational damage	Insurance Asset register Regular asset checks	M	Annual Annual Ongoing	Clerk Clerk Council
Compliance – fine, reputational damage	Policies and procedures	M	Annual	Council
EMPLOYER LIABILITY				
Employment law – fine, reputational damage	Membership of CALC, NALC, SLCC Employer liability insurance	M	Ongoing	Council Clerk
HMRC – fine, reputational damage	Regular advice/ updates from Inland Revenue Internal/ external audit	M	Ongoing	Council Auditors
LEGAL LIABILITY				
Safety – damage, claims	Health and Safety/ Risk Assessments	L	Ongoing	Council
Remuneration/ benefits – underpayments, fraud	Agreed pay levels with NALC Internal controls Internal audit Allowance	L	Ongoing Ongoing Ongoing Ongoing	Council Council Council Council
Competence – errors, reputational damage	Training	L	Ongoing	Council
Legal powers – fine, reputational damage	Legal references Policies/ procedures Membership of advisory bodies	H	Ongoing Ongoing Ongoing	Council Council Council
Reporting/ document control – reputational damage	Monthly meetings Policy and procedure Prompt access to meetings documents/ papers	M	Monthly Ongoing Ongoing	Council Council Clerk
Statutory requirements – policies	Adhere to standing orders, financial regulations, legal references, constitutional documents Relevant training	M	Ongoing Ongoing	Council Council

COUNCILLOR PROPERTY/ IMAGE/ATTITUDES				
Declarations – reputational damage	Register of interests	H	Annual	Council
Code of Conduct – reputational damage	Declaration of interest at each meeting	H	Monthly	Council
	Awareness of the Nolan Principals		Ongoing	Council
	Awareness of public image		Ongoing	Council
	Code of conduct training		Ongoing	Council
Communications – libel, slander, reputational damage	Insurance	H	Annual	Clerk
	Legal opinion/ advice if necessary		Ongoing	Council
	Membership of advisory bodies		Ongoing	Council
	Communications channelled through Clerk/ Chair		Ongoing	Council
Filing – loss of documents, breach of GDPR	Locked cabinets	H	Ongoing	Council
	Appropriate facilities		Ongoing	Council
	Appropriate computer software		Ongoing	Council
	Appropriate back-ups		Ongoing	Council
Dishonesty/ corruption – financial loss, reputational damage	Fidelity insurance	M	Annual	Clerk
	Annual audit		Annual	Auditor
	Internal controls		Ongoing	Council
	Register of interest		Annual	Council
	Code of Conduct		Ongoing	Council
Overspending – reputational damage	Financial procedures	M	Ongoing	Council
	Internal control		Ongoing	Council