

## Oxenhope Village Council Risk Management Policy & Assessment

Oxenhope Village Council is committed to identifying and managing risks to ensure that risks are maintained at an acceptable level. Any action that is felt necessary will be taken by the Village Council. The Clerk will review risks on a regular basis, including any newly identified risks, and will report back to the Council.

Risk assessment is a systematic general examination of the activities of the Village Council to enable potential risks to be identified.

This document has been produced to enable the Council to assess the risks inherent to its activities and satisfy itself that it has taken all practical and reasonable steps to reduce and minimise them.

AREA	IDENTIFIED RISK	LEVEL OF RISK	CONTROLS	ACTION REQUIRED
<b>FINANCIAL</b>				
Precept	Adequacy of precept in order for Council to carry out Statutory duties	L	<ul style="list-style-type: none"> <li>• Annual budget produced.</li> <li>• Budget and financial forecast on every agenda.</li> <li>• Annual review of financial situation undertaken at budget setting.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing procedure adequate.</li> </ul>
Financial Records	Inadequate records leading to financial irregularities	L	<ul style="list-style-type: none"> <li>• Financial Regulations set out requirement for production of records at meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing procedure adequate.</li> </ul>
Bank and banking	Inadequate checks/ bank mistakes	L	<ul style="list-style-type: none"> <li>• Financial Regulations set out banking requirements and controls in place for banking.</li> <li>• Monthly bank reconciliation statement.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing procedure adequate.</li> </ul>
Reporting and Auditing	Communication of information	L	<ul style="list-style-type: none"> <li>• Financial matters are a regular item on every agenda.</li> <li>• Monthly checks by Councillors.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing procedure adequate.</li> </ul>
Wages and associated costs	Salaries paid incorrectly  Incorrect payment to HMRC	L	<ul style="list-style-type: none"> <li>• Salary payments included on agenda</li> <li>• HMRC Basic Tools software used for payroll and to calculate</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing procedure adequate.</li> </ul>

			amount due to HMRC.	
Best Value Accountability	Work awarded incorrectly  Overspend on services	L	<ul style="list-style-type: none"> <li>• Normal Village Council procedure for lower value work is to seek, where possible, more than one quotation before work or goods are authorised</li> <li>• For major projects, competitive tendering process would be initiated (as per Financial Regulations).</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing procedure adequate.</li> </ul>
VAT	Unclaimed VAT refunds	L	<ul style="list-style-type: none"> <li>• Annual claim to HMRC for VAT refund.</li> <li>• Refund from HMRC for reclaimed VAT noted in lists of monthly income.</li> <li>• VAT incurred displayed in separate column in cash book.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing procedure adequate.</li> </ul>
<b>EMPLOYMENT ISSUES</b>				
Employees	Loss of key personnel	L	<ul style="list-style-type: none"> <li>• Illness covered by insurance, so temporary clerk could be appointed if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>
Working hours	Over payment of wages for hours worked	L	<ul style="list-style-type: none"> <li>• Council has responsibility for monitoring of hours worked for all employees.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing procedure adequate.</li> </ul>
Working conditions	Council non-compliant with contractual obligations; leading to discontented workforce.	M	<ul style="list-style-type: none"> <li>• Regular reviews of staff performance and working relationship with the Council.</li> <li>• Annual meeting to discuss performance and set targets.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure staff have access to reviews, etc.</li> </ul>
Health and Safety	Injury to staff in the working environment	M	<ul style="list-style-type: none"> <li>• Provision of regular reviews of staff working procedures, risks involved and adequate direction on the safe use of any equipment required to undertake roles.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide extensive health and safety guidance to all staff on a regular basis in conjunction with regular reviews of working practices and risk assessments.</li> </ul>
Fraud	Fraud by	L	<ul style="list-style-type: none"> <li>• Requirements of Fidelity</li> </ul>	<ul style="list-style-type: none"> <li>• No action</li> </ul>

	employees		<p>Guarantee within insurance provision.</p> <ul style="list-style-type: none"> <li>• Regular checks and internal controls on financial activity.</li> <li>• No petty cash arrangements</li> </ul>	<p>required.</p> <ul style="list-style-type: none"> <li>• Existing procedure adequate</li> </ul>
<b>INSURANCE PROVISION</b>				
Adequacy	Insurance provision inadequate for the risk identified	L	<ul style="list-style-type: none"> <li>• Annual review is undertaken of insurance arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing procedure adequate.</li> </ul>
Cost	Best value practice not undertaken	L	<ul style="list-style-type: none"> <li>• Cost of insurance provision and service provided by said provider reviewed annually.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing procedure adequate.</li> </ul>
<b>FREEDOM OF INFORMATION PROVISION</b>				
	Non-compliance with Freedom of Information Act statutory requirements	L	<ul style="list-style-type: none"> <li>• Council has Model Publication scheme available on website and hard copy from the Clerk.</li> <li>• Freedom of Information Request Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing procedure adequate.</li> </ul>
<b>DATA PROTECTION</b>				
	Non-compliance with Data Protection Act and GDPR statutory requirements for registration as data controller	L	<ul style="list-style-type: none"> <li>• Clerk/RFO and members undertaken training.</li> <li>• Council registered with ICO as a Data Controller.</li> <li>• Data/information audit complete and reviewed regularly.</li> <li>• Privacy notices available on website.</li> <li>• Retention and disposal policy adopted.</li> <li>• Security Incident Procedure/policy in place.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing procedure adequate.</li> </ul>
<b>QUARTERLY RETURN (HMRC)</b>				
	Submission within time limits to avoid financial penalties	L	<ul style="list-style-type: none"> <li>• Employers Return to HMRC completed and submitted online within</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Existing</li> </ul>

			the required time frame.	procedure adequate.
<b>ANNUAL RETURN (TO EXTERNAL AUDITORS)</b>				
	Submission within time limits to avoid financial penalties	L	<ul style="list-style-type: none"> <li>Figures for Annual return presented to Council for approval and signing. Subsequently sent to internal auditor for completion and signing before being sent for External Audit.</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> <li>Existing procedure adequate.</li> </ul>
<b>LEGAL POWERS</b>				
	Illegal activity and/or payments	L	<ul style="list-style-type: none"> <li>All actions of the Village Council noted in Minutes presented to all members.</li> <li>All resolutions for payment resolved at monthly meetings of Village Council.</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> <li>Existing procedure adequate.</li> </ul>
<b>STATUTORY OBLIGATIONS REGARDING DOCUMENTS</b>				
	Accuracy and legality of notices, agendas, Minutes	L	<ul style="list-style-type: none"> <li>Minutes produced in the prescribed manner by the Clerk and adhere to legal requirements.</li> <li>Minutes are approved, signed and dated at the next meeting of the Council/Committee.</li> <li>Agendas and notices are produced in the prescribed manner by the Clerk and adhere to legal requirements.</li> <li>Agendas and notices are displayed according to legal requirements.</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> <li>Existing procedure adequate.</li> </ul>
<b>MEMBERS INTERESTS</b>				
	Non-registration of Disclosable Pecuniary interests leading to criminal prosecution	M	<ul style="list-style-type: none"> <li>Request for all members to declare any interests in business to be considered at all meetings.</li> <li>Registration of interests by members on</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> <li>Existing procedure adequate.</li> </ul>

			<p>prescribed form.</p> <ul style="list-style-type: none"> <li>Responsibility of individual member to declare said interests.</li> <li>Register of interests forms displayed on Village Council website.</li> </ul>	
<b>ASSETS MAINTENANCE</b>				
	Loss or damage. Risk damage to third party	L	<ul style="list-style-type: none"> <li>Annual review of assets undertaken for both insurance provision and external audit requirements.</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> <li>Existing procedure adequate.</li> </ul>
i) Notice boards, grit bins, benches, cPAD, planted beds and barrier baskets.	Damage to equipment. Risk to third parties.	L	<ul style="list-style-type: none"> <li>Monthly checks undertaken by Clerk and members.</li> <li>Clerk possesses emergency powers to deal with urgent repairs.</li> <li>Notice board provision considered by council.</li> <li>Public Liability insurance in place.</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> <li>Existing procedure adequate.</li> </ul>
<b>ASSETS</b>				
	Poor performance of assets.	L	<ul style="list-style-type: none"> <li>All assets owned by the Village Council are regularly reviewed.</li> <li>All repairs and relevant expenditure authorised in accordance with correct procedures of the Village Council.</li> <li>All assets insured.</li> <li>Insurance provision reviewed annually.</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> <li>Existing procedure adequate.</li> </ul>
<b>MEETING LOCATION</b>				
	Premises inadequate for needs of Council and inaccessible for members of the public.	L	<ul style="list-style-type: none"> <li>Meetings of the Village Council are normally held in the Methodist Church, West Drive, Oxenhope which has adequate facilities for the hosting of meetings. Access is DDA compliant.</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> <li>.</li> </ul>

<b>COUNCIL RECORDS</b>				
Paper Records	Loss of essential records through theft and/or fire damage.	L	<ul style="list-style-type: none"> <li>Minutes are archived with West Yorkshire Archive Services.</li> <li>Other minutes and correspondence are stored in lockable metal cabinet at clerk's house.</li> <li>All Village Council financial records are stored at home of clerk.</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> <li>Existing procedures adequate.</li> </ul>
	Council Minutes, and correspondence.	L		
	Financial records.	L		
Electronic Records	Loss through; theft, fire damage or corruption of computer	L	<ul style="list-style-type: none"> <li>Village Council electronic records are stored on personal computers of Clerk.</li> <li>Back up is via subscription to the Live Drive service.</li> <li>Minutes and agendas are held electronically in the cloud (Dropbox, encrypted with Boxcryptor).</li> </ul>	<ul style="list-style-type: none"> <li>No action required.</li> <li>Existing procedure adequate.</li> </ul>

**KEY**  
**LEVEL OF RISK:**  
**L: LOW**  
**M: MED**  
**H: HIGH**