

Barnack & Pilsgate Parish Council
Risk Management Scheme
As at 7.3.21
Next review: June 2021 Meeting

The Parish Council is responsible for putting in place arrangements for the management of risk.

The Clerk with the Chair shall undertake, for approval by the council, a regular risk review in respect of all activities of the council. When considering any new activity, the Clerk with the Chair, shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

This document has been produced to enable the Parish 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 main points have been followed and the register constructed accordingly.

- Identify the areas to be reviewed.
- Identify what the risk may be and score per the table in Fig 1 below
- Evaluate the management and control of the risk with the aim of removing entirely or putting in place suitable mitigation.

Fig 1: Risk Scoring Table

Likelihood	Impact	Overall [Add Likelihood + Impact]	Review Timing
1 = not likely	1 = low	< 2 = Low Risk	Annually
2 = moderately likely	2 = medium	3 or 4 = Medium Risk	Quarterly
3 = Likely	3 = High	'> 5 = High Risk	Quarterly
4 = Almost certain			

Note: all risks are reviewed as and when the circumstances change, irrespective of the above timing

Categories of risk

The Council has identified the following key categories. The attached Risk Register will specify into which grouping the risk is categorised.

1. Financial - loss of money, fraud, theft, embezzlement, value for money
2. Property – damage to property
3. Legal – breaking the law or being sued
4. IT – failure of IT systems or misuse
5. Reputational – actions harm the council’s public reputation
6. External areas and activities – covering our management of the open spaces
7. Employment and volunteer risks
8. Health and Safety

Insurance

Barnack Insurers are CAME & Company: Ecclesiastical. The insurance policy runs from 1st June to 31st May each year. The Clerk will ensure that any risks identified are covered by insurance as appropriate. Specifically, the clerk will ensure that any new assets purchased are added to Section 1: Property Damage, Table of insured items.

Risk Register

See excel file “Barnack Risk Register”.