



Hemyock Parish Council

Risk Management Plan for Hemyock Parish Council

Purpose

1. The purpose of this Risk Management Plan is to identify, assess and register individual and combined risks in respect of all activities of Hemyock Parish Council (HPC). The Plan will declare strategies to mitigate and manage the risks effectively.

Management

2. The HPC must retain overall responsibility for risk management and determine HPC's tolerance to risk. The HPC may delegate the detailed scrutiny and evaluation of risk to responsible owners.

3. The Risk Management Plan and Risk Register shall be reviewed at least annually or after changes have taken place that may affect the earlier assessment. In addition to an annual Risk Review, risks should be a standing agenda for review at quarterly Finance Committee meetings. The Responsible Owners should have their risks agreed by the full-committee.

Conflicts of Interest

4. Risks of conflicts of interest of HPC Councillors are identified in the Risk Register below. However, it should be noted that conflicts of interest are also referred to in other HPC documents such as Standing Orders and the DALC Councillor Code of Conduct. The HPC policies and procedures include clear guidance for any breaches of conflict of interest.

Risk Register

5. A risk is an uncertain event, or set of events which, should it occur, will have an effect on the achievement of objectives. The effect of the risk may be good or bad. The risks associated with HPC are considered to be a risk to public money and relating to assets, activities and employees of the council. Risks should be clearly articulated to state a cause, an effect and a consequence. Risks may be dealt with as follows: Treat; Tolerate; Terminate; Transfer; or Take the opportunity.

6. A register of risks that affect HPC is detailed in the Risk Register matrix below. Each risk is assessed for its Severity and Likelihood; the product of the Severity and Likelihood scores gives an Initial Risk Rating for that risk. The overall effect of each risk is then reduced by applying a number of mitigating actions and processes to reduce the score to a Residual Risk Rating. Further explanation of the scoring method is provided in the Key at the end of the document.

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RISK REGISTER – ASSESSMENT AND MITIGATION

Location:	Hemyock Parish, Devon, EX15 3--	Description of Activity:	Risks Associated with the Responsibilities of the Hemyock Parish Council	Reference No:	HPC 001
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Risk Assessment and Detail <i>(Precursor: There is a risk that/of.....)</i>	Initial Risk Rating*				Risk Mitigation Actions	Residual Risk Rating*			
	S	L	RR	Cat		S	L	RR	Cat
Section 1 – Administration									
1.1. Computer records may be lost/corrupted due to theft/computer fault leading to loss of irreplaceable records.	5	3	15	Orge Med	<ul style="list-style-type: none"> • Use latest Anti-Virus protection software • Back-up data. • Keep back-up in 2nd location. • Renew/replace IT equipment regularly. • Independent checks and advice 	5	1	5	Grn Low
1.2. Minutes are incorrectly recorded due to error leading to wrong information being made available.	3	4	12	Orge Med	<ul style="list-style-type: none"> • Comprehensive agenda • Good chairmanship of meetings • Early draft for comment • Accuracy formally agreed at PC meeting • Clerk training. 	2	1	2	Grn Low
1.3. Meeting agenda is not displayed on notice boards before a meeting due to an unplanned/unforeseen occurrence leading to a breach of regulations and discontented parishioners.	2	4	8	Orge Med	<ul style="list-style-type: none"> • Clerk to arrange back-up to publish agenda • Publish agenda on-line • Keep meeting time/place to regular timetable • Clerk awareness training. 	2	1	2	Grn Low
1.4. Lack of engagement with DCC/MDDC due to lack of people/commitment leading to political isolation of the Parish.	4	3	12	Orge Med	<ul style="list-style-type: none"> • Committed councillors • Clear responsibilities • DCC/MDDC councillors attend PC Meetings • Routine liaison with DCC/MDDC as required 	2	2	4	Grn Low
1.5. Insurance cover is inadequate to cope with unplanned/emergency events causing financial loss to the Parish.	5	4	20	Red Hi	<ul style="list-style-type: none"> • Ensure relevant/affordable insurance cover. • Review insurance annually or after significant change. • Clerk to be responsible owner • Councillors to advise Clerk of level/amount of insurance required • Clerk training 	3	1	3	Grn Low

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	S	L	RR	Cat		S	L	RR	Cat
Section 2 – Parish Assets									
2.1. Parish owned assets are poorly maintained leading to unsightly/dangerous property which could cause harm to individuals.	5	4	20	Red Hi	<ul style="list-style-type: none"> • Asset register – correct and checked • Appoint a responsible owner • Regular checks of assets + photographs • Maintenance programme • Ensure funding is available • Fault/damage reporting process thro' Clerk and PC members. • Insurance for 3rd Party liability 	3	1	3	Grn Low
2.2. Parish owned assets are insecure leading to theft/injury that could deny use to the Public.	4	4	16	Red Hi	<ul style="list-style-type: none"> • Appoint a responsible owner • Regular checks • Maintenance programme • Report fault/damage/theft to Clerk and/or PC member (after Police informed). • Insurance of items and 3rd Party liability • Liaison with local Police for prevention • Report incidents to Police 	3	1	3	Grn Low
2.3. Parish owned assets are damaged due to a natural event/human event leading to denial of services	5	4	20	Red Hi	<ul style="list-style-type: none"> • Appoint a responsible owner • Regular checks • Maintenance programme • Fault/damage reporting process thro' Clerk and PC member • Insurance of items and 3rd Party liability • Security precautions/protection • Report incident to Police (possibly) 	4	1	4	Grn Low
Section 3 – Finance									
3.1. There is a loss of income to the PC leading to loss/degradation of facilities and denial of service.	5	4	20	Red Hi	<ul style="list-style-type: none"> • Put aside funds for projects – strategic planning • Prioritise spending • Financial discipline • Public meetings and communication with parishioners • Liaison/assistance with MDDC and DCC • Ensure sufficient precept for needs • Investigate/utilise alternative methods to generate income 	3	1	3	Grn Low

Risk Assessment and Detail (Precursor: There is a risk that/of.....)	Initial Risk Rating*				Risk Mitigation Actions	Residual Risk Rating*			
	S	L	RR	Cat		S	L	RR	Cat
Section 4 – Commons									
4.1. Lack of maintenance to the commons causes unsightly/inaccessible areas thereby denying access to the public and danger to individuals.	5	3	15	Orge Med	<ul style="list-style-type: none"> • Appoint a responsible owner • Carry out regular checks • Undertake regular maintenance • Seek independent advice • Plan/allocate funding • Adequate insurance 	4	1	4	Grn Low
4.2. Activities on the commons cause excessive disruption leading to annoyance and degradation of habitat.	3	3	9	Orge Med	<ul style="list-style-type: none"> • Appoint a responsible owner • Carry out regular checks • Seek external advice if required • Ensure activities are authorised 	2	2	4	Grn Low
Section 5 – Cemetery									
5.1. Lack of maintenance to the cemetery trees/ shrubs/grass causes an unsightly area and danger to the public.	5	3	15	Orge Med	<ul style="list-style-type: none"> • Appoint a responsible owner • Carry out regular checks • Undertake regular maintenance • Plan/allocate funding • Adequate insurance 	2	1	2	Grn Low
5.2. Cemetery infrastructure (fence, gate, paths, shed) become unsafe/unusable due to age/wear/no-maintenance causing danger to visitors.	5	3	15	Orge Med	<ul style="list-style-type: none"> • Appoint a responsible owner • Carry out regular checks • Undertake regular maintenance • Plan/allocate funding • Adequate insurance 	3	1	6	Grn Low
5.3. Grave-stones may become unstable and fall over causing danger to visitors and an unsightly environment.	4	3	12	Orge Med	<ul style="list-style-type: none"> • Appoint a responsible owner • Carry out regular checks • Contact next of kin (or War Graves Commission) to maintain • Plan/allocate funding (if required) • Adequate insurance 	3	1	3	Grn Low
Section 6 – Footpaths									
6.1. Lack of maintenance to footpaths causes unsightly/inaccessible areas thereby denying access to the public and danger to individuals.	5	3	15	Orge Med	<ul style="list-style-type: none"> • Appoint a responsible owner • Carry out regular checks • Undertake regular maintenance • Liaise with land owners • Plan/allocate funding (P3 Scheme) 	2	1	2	Grn Low

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	S	L	RR	Cat		S	L	RR	Cat
6.2. Footpaths may become unused causing decay and lack of accessibility leading to loss of right-of-way.	4	3	12	Orge Med	<ul style="list-style-type: none"> • Appoint a responsible owner • Carry out regular checks and walk the routes • Undertake regular maintenance • Liaise with land owners • Plan and record when paths have been walked • Register footpaths and maintain accessibility. 	2	1	2	Grn Low
Section 7 – People									
7.1. Councillors could have a conflict of interest when dealing with Parish Council issues due to personal/pecuniary involvement/interest in the matter leading to decisions that are not impartial.	4	3	12	Orge Med	<ul style="list-style-type: none"> • Councillors must complete a Register of Interests form and submit to the MDDC Monitoring Officer. • Adhere to the Code of Conduct • Be honest and transparent • Declare interests relevant to PC Meeting topics and record in minutes • Abstain from voting/discussion as required. 	2	1	2	Grn Low
7.2. Lack of councillors due to illness/resignation will cause disruption to PC business causing loss of continuity to tasks/projects in the Parish.	4	2	8	Orge Med	<ul style="list-style-type: none"> • Manage temporary loss • Distribute workload to remaining councillors • Recruit new councillors (co-opt, Parish vote) • Liaise with and obtain advice from MDDC 	2	2	4	Grn Low
7.3. Lack of a PC clerk due to illness/resignation will cause disruption to PC business causing loss of continuity to tasks/projects in the Parish.	5	3	15	Orge Med	<ul style="list-style-type: none"> • Manage temporary loss • Liaise with and obtain advice from DALC • Seek temporary cover • Recruit new clerk (if long term) 	3	2	6	Orge Med
7.4. PC meetings are used by a parishioner/ pressure group to disrupt the flow of meeting content thus halting PC business/progress.	4	2	8	Orge Med	<ul style="list-style-type: none"> • Standing orders and Vexatious policy • Strong chairmanship • Declared agenda • Set length of time set aside for parishioner input • Consider reporting incident to Police 	3	2	6	Orge Med
Section 8 – Events and Emergencies									
8.1. Parties/events/celebrations sponsored by the PC are disrupted by an occurrence which will stop/disrupt it or cause an emergency.	5	3	15	Orge Med	<ul style="list-style-type: none"> • Nominate responsible owner/group • Ensure proper planning • Conduct Risk Assessment and mitigate the risks with relevant actions/precautions • Adequate insurance • Involve emergency services if required • Traffic control if required 	4	1	4	Grn Low

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	S	L	RR	Cat		S	L	RR	Cat
8.2. Emergency/disaster occurs that disrupts Parish infrastructure/process leading to loss of life or serious denial of service.	5	4	20	Red Hi	<ul style="list-style-type: none"> Nominate responsible owner/group Assessment of possible emergencies Prepare an Emergency Plan Form an Emergency Committee Liaise with DCC/MDDC Notify emergency services Obtain support from local resources Identify emergency funding Flood/snow precautions 	5	2	10	Orange Med

*Tick the appropriate box(s) below and detail the control measures required to reduce the risk (s) to the group(s), if specific systems are needed

Groups Likely to be exposed to Risks					
HPC	x	Parish Clubs/ Groups	x	Workers	x
Children	x	Public	x		
Visitors	x	Contractors	x		

Key to Risk Ratings	
S = Severity (1/2/3/4/5)	RR = Risk Rating (Severity x Likelihood) L = 1-5 (Green) M = 6-15 (Orange) H = 16-25 (Red)
L = Likelihood (1/2/3/4/5)	Cat = Category(Green/Orange/Red) (Low / Med / Hi)