



Birchanger Parish Council

Risk Management Plan

Adopted	16 th February 2016
Reviewed	2 nd July 2024
Date of next review	Spring 2026

Document history	
May 2022	Typographical and grammatical amendments. Text additions
September 2022	Revised content
October 2022	Text changes
July 2024	Document updated

The greatest “risk” for Birchanger Parish Council (BPC), is not being able to deliver the services expected. The council therefore needs to have plans in place to deal with circumstances, which could, jeopardise the delivery of services¹.

This risk management plan will consider BPC operations and suggest procedures to reduce or eliminate risk. Risk can relate to injury to person or damage to property or the consequences of not having robust administration and financial procedures that could lead to claims or litigation.

Sections

Precept
Insurance
Land, Buildings and Structures
Financial records/banking
Equipment: ICT
Equipment: Recreational/Play area
Employees
GDPR
Major Disaster

¹ Note: As an employer with less than 5 employees Birchanger Parish Council is not duty bound to have a written Risk Management Plan

Subject	Risk identified	Control of Risk	Risk level H: High M: Medium L: Low	Action required
Precept				
Birchanger Parish Council:	<ul style="list-style-type: none"> • Has the power to raise money by precept (a mandatory demand) on the district council. The precept is the Parish Council's share of the council tax; • Shall act within the law. It may only do things if it has statutory power to do so; and • Shall fulfil certain obligations - for example, it will hold an annual meeting and at least three other meetings a year. Arrangements for meetings and proceedings of Parish Councils are set out in Part II of Schedule 12 to the Local Government Act 1972, as supplemented by any standing orders adopted by the Parish Council. 	Ensure legal obligations are met	L	The Parish Clerk to be aware of, and ensure compliance with these legislative requirements.
Insurance				
<p>It is a legal requirement for BPC to have Employers Liability insurance.</p> <p>Such a policy will compensate and provide legal and financial support in the event of a claim.</p> <p>Cover to include loss and damage to content and equipment. It will also provide indemnity in the event of litigation, employee relations and malpractice (including loss through employee fraud, under Fidelity Guarantee cover), and liability for accidents to the public.</p>	Ensure policy in place and renewed annually	L	Policy annual renewal date May	

Subject	Risk identified	Control of Risk	Risk level H: High M: Medium L: Low	Action required
Land/Buildings/Structures				
BPC has ownership of the Village Green	Registered by BPC as an Asset of Community Value (ACV)	M	Lease started 5 th November 2019 and will expire on 4 th November 2039	
The Village Hall is sited on Diocese owned glebe land	Registered by BPC as an Asset of Community Value ³	M		
The Recreation ground (Rec) is Diocese owned glebe land. The PC pays rent for village use	20 year lease in place Equipment: Recreational/ Play Area risk assessment – separate section	M		
The Allotments are on Diocese owned land. The PC pays rent for village use. Users pay rent to BPC	Leased (detail as for the Rec)	M		
Bus shelters ² 1. Birchanger Lane (by Social Club)	Managed by BPC			
Street lights (25 lights in Birchanger Lane)	Managed by BPC Maintenance contract in place	L		
Dog waste bins	Managed by BPC Contract in place			
Village sign (located at Social Club)	Registered as an Asset of Community Value			
The Three Willows PH	Registered as an Asset of Community Value ⁴			

² The Bus shelter by the Social Club is maintained by BPC. The two bus shelters on Stansted Road are the responsibility of Essex CC

³ The Village Hall is recognised as a Birchanger asset of community value.

⁴ The Three Willows is recognised as a Birchanger asset of community value to the village

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Financial Records				
	NALC sets out the framework within which BPC ensures responsible and sustainable management of the council's finances	Finance committee to have log in facility to ensure compliance Login (nalc.gov.uk)	M	NALC access details shared with Chairman and Finance Committee
Paper documents (e.g. statements, invoices)	Loss of documentation	<ol style="list-style-type: none"> Records reconciled regularly: identifies unpaid items should supplier raise query Most receipts received direct into bank account Cash transactions (allotment rent) banked by Clerk 	M	Records to be reconciled weekly. Invoices scanned to provide back-up
On-line transactions	Fraudulent activity	Identified signatories Three in place, two required for each transaction	L	
	Loss of access due to change of signatories	Ensure records accurate, bank notified in good time of change so that procedures are completed in time	H	Principal a/c holder + 3 signatories in place. 1 originates and 2/3 authorises. This provides flexibility to cover absences/change etc.
Funds misappropriated	Funds not credited to the bank or unauthorised payments by an employee	Fidelity Guarantee insurance	L	Cover provided under existing insurance cover

Subject	Risk identified	Control of Risk	Risk level H: High M: Medium L: Low	Action required
Equipment: ICT				
ICT	Computer failure 1. Records 2 GDPR 3 Virus	All accounts records stored at source and then backed up to external media. Payroll is on cloud computing software and therefore is not computer-specific. Communications to councillors is by email Anti-virus software	M	External media currently kept in same location. Consideration to be given to using cloud technology for back up purposes Specific councillor email addresses are to be used Anti-virus subscription annual renewal date - January
ICT access	Loss of access due to lack of password or membership details	Passwords to BPC association memberships and equipment to be shared to prevent loss of access Website host details and password access to be shared to prevent loss of access	M	All access details are shared with Chairman and where appropriate, committees
Equipment: Recreational/ Play Area				
Injury	Grounds maintained by external company.	Contract in place: Ensuring grounds maintained when area clear of public. Safety precautions evident	H	Contract reviewed annually. Evidence of Employee Liability insurance assured Parish Clerk has copy of liability insurance on file

Subject	Risk identified	Control of Risk	Risk level H: High M: Medium L: Low	Action required
	Grounds maintained by external company (cont.)	Horticultural treatment procedures to be of a compliant standard to ensure the protection of habitat and wildlife Mitigation in eventuality of installed equipment and entry gate		
	Equipment	Annual inspection by commercial company Condition of installed equipment to be confirmed on a weekly basis by appointed councillor	H	Inspection (maintenance and safety) scheduled annually. Issues to be addressed promptly as evidenced by reports/meeting minutes Councillor (responsible for inspection) has undertaken appropriate training.
Employees				
	Loss of Clerk	In the event of the clerk leaving or unable to work, the parish council officers would take over responsibilities	L	
	Fraudulent activity	The council's insurance policy includes fidelity guarantee cover that would cover any financial shortfall.	L	

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	Accident whilst at work	Council's insurance policy includes legal costs to cover a legitimate claim. Clerks car insurance policy to include business use.	L	Clerk to provide evidence before undertaking business trips.
	Legal action	Council's insurance policy provides £10,000,000 indemnity in respect of Employers Liability	L	
GDPR The General Data Protection Regulation came into force in May 2018 and is intended to protect the personal information of individuals				
	Data Protection registration	Registration reference :Z2103352	L	Date of registration: 15 th Feb 2010 Expiry: 14 th Feb 2025
	Sharing of personal data	Clerk and all councillors to be aware of GDPR legislation and the risk of sharing personal data	L	Policy in place, reviewed according to schedule
Major disaster incident				
	Possible incidents that would affect BPC functions 1. Loss of Councillors 2. Loss of IT equipment 3. Loss of meeting venue	.	L	