

Harby Parish Council Risk Management Policy

Reviewed: 5 May 2021
Next Review: May 2022



Risks

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. The Council is aware that although risks cannot be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk is something that will affect the ability of the Council to achieve its objectives and meet its duties. Risk management is the process by which these risks are identified, evaluated and controlled. This document is reviewed at least annually.

Subject	Risk	Level of Risk	Management/Control of Risk	Actions
Council Records - Paper	Loss through theft, fire or damage.	L	Archive material kept securely at village hall. Current working documents, minutes and accounts kept by clerk. Historical documents copied by Harby History Group in 2013.	-
Council Records - Electronic IT	Loss through theft, fire, damage, virus. Misuse	L	Electronic copies of documents kept on laptop and backed up onto a separate hard drive and stored securely. Online back-up of files also occurs on a monthly basis. Pertinent documents are shared with Cllrs and online ensuring they're available in more than one place. Anti-virus software to be installed, operational and kept up to date.	Monthly external hard-drive and cloud back-up. Ensure chairman has access to passwords in an emergency.
Financial planning	Adequacy of precept	M	An annual budget is set ensuring a sufficient precept to allow the council to achieve its objectives. A budget update is provided at each ordinary meeting. The full budget is set around December, based on past expenditure and the council's objectives. The council also maintains reserves of around the amount of the annual precept.	Prepare Annual Budget and regularly review as per financial regulations,
Financial controls	Inadequate banking checks and financial controls. Loss through theft. Timely collection of income due.	L	The Council has Financial Regulations which set out the requirements for budgets, online/banking, cheques and reconciliation of accounts. This includes all income being paid into the bank. The necessity for petty cash has been removed. Accounts, reconciliations and receipts etc are reviewed and verified by a councillor on a monthly and annually by an internal auditor and reported online. The income due is listed on the budget, along with dates to ensure timely collection. Income is reviewed annually during the budget setting process.	Ensure income is collected by due date. 2 councillors to check bank reconciliations monthly. Invoices to be signed by authorised signatories as approved
Election Costs	Costs when a full election takes place	L	Through the budgeting process the Council will consider this, however there are no measures available to minimise the risk of having a contested election.	Continue to transfer £100 into savings each financial year towards future election costs.
Assets	Loss or damage	M	An asset register is maintained and insurance is held at the appropriate level for all items. Regular checks are carried out on all assets and the Council undertakes an annual inspection of assets. Key land held by the Council has been registered with the Land Registry.	Complete registration of land on Church Rd.

Insurance	Adequacy	L	An annual review is undertaken of insurance arrangements. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Clerk liaises with insurance company and Council to ensure the cover is appropriate and conditions are met to ensure compliance.	-
	Cost	L		
	Compliance	M		
	Fidelity Guarantee	L		
Clerk	Loss of clerk	M	Key information and documents regularly shared with all Cllrs and key documents are posted online. All documents saved on the Council laptop and backed up monthly to an external HD and online.	
	Fraud	L	Ensure fidelity guarantee insurance adhered to. Ensure insurance requirements are met, including obtaining required references for clerk and signatories for insurance purposes. Council finances are audited regularly.	Obtain references for any new signatories and clerk
Member interests	Failing to disclose interests Reputational damage	L	Members are required to disclose interests at the meeting and declare these on the interests form, as per regulations - failure to do so can result in a fine.	Members responsible for updating the register and declaring interests.
Actions undertaken	Ensuring decisions and actions are legal Being sued	L	Clerk and Cllrs attend regular training, which is provided for in the budget. Council has access to support and information including on new legislation. Standing Orders and Financial Regulations govern council processes and are regularly reviewed to account for changes in law. Clerk to take further advice and check legality of decision if council is unsure. SLCC / NALC membership is maintained.	Council to ensure any activities undertaken are covered by insurance.
Health and safety	Council activities	L	Meetings held in village hall which is considered adequate, with clerk collecting the key or a Cllr if the clerk is unavailable.	Clerk and appropriate person(s) complete risk assessment. Council to ensure any activities undertaken are covered by insurance.
	Liability	M	Risk assessments to be carried out for any new activities and events, as per the council's Financial Regulations. Public liability insurance is held.	Complete Risk Assessment for defibrillator and allotments.

Trees on Council Land	Falling branch/tree injuring person/property	M	The council has in place a tree management plan, which includes an annual inspection of designated trees and is updated accordingly. Remedial work is carried out when required. If the land has tenants they will be notified if work is required.	-
Allotment and field	Overgrown hedges impinging onto land	L	The council has in place a tree management plan, which includes an annual inspection of designated trees and the update is updated accordingly. Remedial work is carried out when required. If the land has tenants on they will be notified if work is required.	-
Actions taken or not taken by the Council not being supported by the Community	Reputational damage	M	Council to consult and engage with the community before changing any services or commencing additional services and provide access to information regarding the Council's activities.	Continue to keep the website up to date and provide updates through the Trio. Consult before making service changes.
Compliance with employment law	Reputational Financial	M	Council to regularly review any new legislation and consider its implications	Clerk/councillors to undertake relevant training.

*Risk is assessed based on likelihood and impact.

Appendix 1: Harby Parish Council Tree (and hedge) Management Plan

This plan has been developed following guidance in *Common Sense Management of Trees* by the National Tree Safety Group in order to help manage the risks associated with the trees which are on the Council's Land. By law, the land owner on which a tree stands, has responsibilities for the health and safety of those on or near the land, and has potential liabilities arising from the falling of a tree or branch. The duty of care is to take reasonable steps to avoid acts or omissions that cause a reasonably foreseeable risk of injury to persons or property. Being reasonable involves taking actions proportionate to the risk. While the owner or manager may need to react to events involving dangerous trees as they arise, it is also prudent to have forward-looking procedures to keep tree-related risks at an acceptable level.

As recommended in the document referred to above, the areas with the Council's trees on have been split into zones. In the high use zone (where the greatest risk is from trees within falling distance of where people move in vehicles) proactive and reactive management steps will be taken, to include a formal annual inspection. In the low use zone where there is infrequent public access, only reactive management will be undertaken.

Zone	Assessment Type
Medium Use Zone Wigsley Road Allotments, Jowetts Wood, Wigsley Rd and Church Road sites	Proactive <u>Formal:</u> The Council will carry out an annual ground level visual tree inspection on these sites, recording the findings in this document and schedule further assessments or arrange tree work accordingly. <u>Informal:</u> Cllrs and the clerk will report any changes in tree condition if they see any during their day-to-day observations. Reactive Reports from members of the public will be investigated and acted upon.
Low Use Zone Station Road Field site	Reactive Reports from members of the public will be investigated and acted upon.

Tree inspection record: Last visual inspection Phil Thomas horticulturalist September 2018

No.	Location	Species	Height (m)	Condition	Comments
1	Wigsley Rd 'Green'	Lime	10	Appears safe & in good order	Appears safe and in good order 2020 Lowest obstructive branches removed in 2019. Epidermal Growth minimal No work required 2018 Reduce branches by sign, Remove epidermal growth from trunks/bases, carried out in 2017 Crown lifting carried out in 2016. No work required.
2	Wigsley Rd 'Green'	Lime	10	Appears safe & in good order	Appears safe and in good order 2020 Lowest obstructive branches removed in 2019 No work required 2018 Remove epidermal growth from trunks/bases, carried out in 2017 No work required.

Tree inspection record: Last visual inspection Phil Thomas horticulturalist September 2018					
No.	Location	Species	Height (m)	Condition	Comments
3	Wigsley Rd 'Green'	Lime	10	Appears safe & in good order Damage on bottom of trunk, missing bark, not currently affecting structural integrity.	Appears safe and in good order 2020 Lowest obstructive branches removed in 2019 No work required 2018 Remove epidermal growth from trunks/bases, carried out in 2017 No work required.
4	Wigsley Rd 'Green'	Horse Chestnut	10	Appears safe & in good order Damage on bottom of trunk, missing bark, not currently affecting structural integrity.	Appears safe and in good order 2020
5	Wigsley Rd 'Green'	Walnut	9	Appears safe & in good order	Appears safe and in good order 2020 Lowest obstructive branches removed in 2019 No work required 2018 Branches crown lifted and cut back from near the village hall in 2016.
6	Wigsley Rd 'Green'	Silver Birch	11	Appears safe & in good order. Some bark damage, not currently affecting structural integrity	Appears safe and in good order 2020 No work required 2019 No work required 2018 No work required.
7	Wigsley Rd 'Green'	Silver Birch	11	Appears safe & in good order	Tree felled to create space for two remaining silver birches.
8	Wigsley Rd 'Green'	Silver Birch	11	Appears safe & in good order	Appears safe and in good order 2020 No work required 2019 No work required 2018 Growing at angle and silver birches crowded – further investigation required – LS 2016/17. Recommended to remove two trees – PT Council agreed to remove one tree (T7). This was felled in 2016/17.
9	Wigsley Rd 'Green'	Silver Birch	11	Appears safe & in good order	Appears safe and in good order 2020 No work required 2019 No work required 2018 No work required.

Tree inspection record: Last visual inspection Phil Thomas horticulturalist September 2018					
No.	Location	Species	Height (m)	Condition	Comments
10	Wigsley Rd 'Green'	Ash	5	Appears safe & in good order	Appears safe and in good order 2020 Lowest obstructive branches removed in 2019 No work required 2018 Crown lifted 2016/17
11	Wigsley Rd 'Green'	Rowan	4	Appears safe & in good order. Some bark damage, not currently affecting structural integrity	Appears safe and in good order 2020 No work required 2019 No work required 2018 Remove bottom growth, carried out 2017 Damage on one small branch, branch removed 2016/17.
12	Church Rd	Horse Chestnut	10	Appears safe & in good order	2020 Appears safe and in good order 2019 No work required 2018 No work required. 2017 Tree in good condition 2016 No work required. Crown lifting to increase visibility of village information board and trimming back branches fouling overhead line completed 2016.

Tree inspection record: Last visual inspection Phil Thomas horticulturalist September 2018

No.	Location	Species	Height (m)	Condition	Comments
13	Jowett's Wood, Wigsley Rd	Various including mature poplar trees on front and rear boundaries, and silver birch.	Various from 1m hedges to around 15m + trees	<p>2020 Appears safe and in good order. Hedge has been trimmed and is safe. Some ivy growth on trees, which has been removed by tenants</p> <p>2019 No work required</p> <p>2018 One poplar has large loss of bark and having new growth will need felling at a future date – has been felled by tenant One very tall poplar has a long split at lower part of trunk and will need to be monitored – has been felled by tenant Hedge has been trimmed</p> <p>2017 Not inspected</p> <p>2016 Hedge has been trimmed. Ash tree die back disease fell - PT Pine tree on allotment boundary is leaning and recommended for felling – as per 2015 Cut back snowberry a vigorous spreading shrub Bushes/vegetation alongside Wigsley Road continue to maintain to ensure visibility from junction and access along footpath.</p> <p>2015 <i>Required</i> One poplar on front road side boundary has died and requires felling (tenant) – completed. Cut back overhanging branches near access road on two silver birches to a min. height of 3.7m (tenant)- completed. Continue to maintain the hedges/bushes along the access road so they remain clear of the road (tenant). Self-seeded cherry trees grown onto county council verge – remove (council). <i>Recommended</i> Pine tree on allotment boundary is leaning and recommended for felling.</p> <p>2014 <i>Required</i> 2 poplars on rear boundary fell due to safety concerns and to benefit other trees. Completed. Cut ivy from around trees the trees down to ground level and maintain annually. Completed.</p> <p><i>Recommended / for information</i> Other trees would benefit from small amounts of pruning after poplars are felled. Poplars on front roadside boundary were pollarded in 2013 and are safe.</p>	

Tree inspection record: Last visual inspection Phil Thomas horticulturalist September 2018

No.	Location	Species	Height (m)	Condition	Comments
14	Millfield Close Allotment Hedges	Hawthorn, wild plum and other hedging plants	1.5m height	<p>2020 Boundary hedge has been sorted, not other work required</p> <p>2019 Thorn hedge has not recovered from severe cut in 2015. Vigorous growth of elder, plum & neighbours leylandii hedge are making the boundary hedge unsatisfactory, impractical and an eyesore. Work undertaken by tree surgeon to address the issue</p> <p>2018 Hedge on boundary with Mill House requires remedial attention, hedge becoming too wide – tenants requested to undertake work</p> <p>2017 Not inspected</p> <p>2016 Hedge still not visible due to being cut to floor level in 2015. Ditch overgrown contact NS Homes.</p> <p>2015 Unfortunately the hedge has been cut down to near floor level for around two thirds of the length of the hedge running between the allotments and the Mill. The tenancy agreement states they shall “keep trim and in decent order all hedges forming any boundary of the Allotment Garden.” Future tenancy agreements to state hedges should be maintained at 1m height and not cut down or removed without council permission – Completed.</p>	

Tree inspection record: Last visual inspection Phil Thomas horticulturalist September 2018					
No.	Location	Species	Height (m)	Condition	Comments
15	Wigsley Rd Allotments	Hawthorn and other hedging plants and trees of oak and sycamore Silver birch	1/6m 13m	<p>2020 Hedge has been trimmed, trees appear to be safe and in good order</p> <p>2019 No work required. All appears to be safe and in good order</p> <p>2018 No work required</p> <p>2017 Allotment holders requested felling of the conifer in the hedge as taking light and water from plots – Tree felled January 2018</p> <p>2016 Ditch overgrown Council to trim and remove waste. Tree leaning by gate fell and remove waste. Tree felled by allotment holders. Silver birch at rear of the allotments and conifer at front of allotment - No work required. Recommended conifer in hedge - fell to hedge height – no work required.</p> <p>2015 Roadside hedge has been reduced to around 1m height on the Wigsley Road side in front of plot 8b. Waste from this has been left in the ditch and requires removal by the tenant –completed. Ditch overgrown - brush cut ditch in between the allotment hedge and Wigsley Road and remove waste.</p>	
16	Station Road Field	Mostly Mature Oak – 9 Willows at the bottom of field - 3	14m	<p>2020 3rd Oak on the left of field still needs attention - Tenant is aware and will undertake work 3 Oaks badly covered in ivy which should be removed Remaining Oaks appear safe and in good order Willows covered in ivy which should be removed , otherwise they will fall down</p> <p>2019 3rd Oak on the left of field needs attention – the top half of this oak is dead and will in time fall, unless assisted to the ground. Tenant made aware and will undertake work Remaining Oaks appear safe and in good order</p>	

¹Tree management Guide - <http://www.forestry.gov.uk/forestry/inf-d-7t6bpp>
Caring for your Trees - www.sachabarnes.com/blog/post/Caring-for-your-trees---Risk-Management



Image 1: Wigsley Road Trees

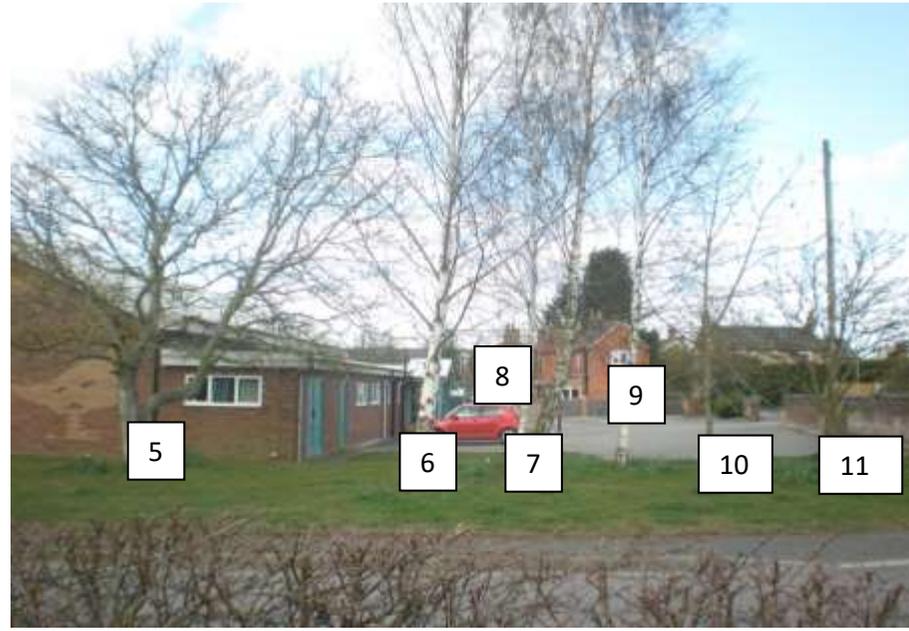


Image 2: Wigsley Rd Trees



Image 3: Church Road Trees



Image 4: Jowett's Wood, Wigsley Road



Image 5: Station Road Field