

PRESTON-UNDER-SCAR RISK ASSESSMENT 2019

<u>Subject</u>	<u>Risk</u>	<u>Level</u>	<u>Management/Control of Risk</u>	<u>Review / Assess / Revise</u>
Business Continuity	Not being able to continue its business due to an unexpected or tragic circumstance.	L	<p>All files and recent records are kept at the home of the Clerk or other authorised person.</p> <p>A regular back up is made using an external hard drive of PC files.</p> <p>Authorised persons could be granted access if required.</p>	
Meeting Location	<p>Unfit for purpose.</p> <p>Health and Safety issues.</p>	L	<p>Meetings are held in the Village Hall which is owned by the Village Hall Trust. Health and Safety issues will be brought to the Trusts attention.</p>	
Council Records	Loss through theft, fire or other damage.	L	<p>Current papers are held in the home of the Clerk or other authorised person.</p> <p>Archived papers are stored in the Village Hall in a cupboard which is kept locked.</p>	
Electronic Council Records	Loss through corruption of computer damage, fire or theft.	L	<p>Electronic records are stored on the Council's dedicated laptop computer and are backed up regularly to an external hard drive. An antivirus programme is used.</p> <p>Only people authorised by the Council have access to the Councils computer.</p>	

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Precept	Insufficiency of funds to meet expenses and commitments.	L	Draft budget presented for approval at December meeting, along with financial reports at monthly Council meeting. Detailed Quarterly financial reports are presented to the Council.	
Election	Insufficient funds to meet costs.	L	Adequate reserves are maintained to meet this eventuality.	
Insurance	Insufficient cover. Financial consequences.	L	Annual review of policy provision and comparison of the policies (conditions and price) of different brokers.	
VAT	Failure to reclaim.	L	Usually re-claimed annually, but could be less frequent for amounts under £100, or may also be claimed upon completion of a particularly large project. The Clerk should be aware of time limitations.	
Freedom of Information	No policy adopted.	L	The Council has adopted the Model Publication Scheme for Local Councils and it is available to any one upon request.	
	Impact of request being made.	L	Requests will require extra hours of work and expense for the Council. Ensure reserves are adequate.	

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Annual Return	Requirement to submit within time limits.	L	Annual return is subject to rigorous regulation as laid down in Financial Regulations. Clerk is responsible for monitoring.	
Clerk	Loss of Clerk.	L	A clear process for replacing Clerk including advertising, training if needed, job description in place.	
	Fraud.	L	Fidelity Guarantee Insurance.	
	Actions.	L	Clerk should be provided with the means to acquire training. Reference books and means to access assistance and legal advice.	
Financial Records	Inadequate records.	L	The Council has Financial Regulations, underpinned by legislation, which set out the requirements. Transactions minuted.	
	Financial irregularities.	L	Internal and External Audit.	
Banking	Bank mistakes leading to loss and/or charges.	L	Financial Regulations set out requirements for banking and reconciliation of accounts. Two signatories are required for cheques and two Councillors are required to authorise online bank payments. A banking report is presented at each Council meet. Mistakes by the bank will be reported for correction by a signatory.	

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Cash	Loss through theft or dishonesty.	L	The Council does not hold any petty cash or a float.	
Chairman's Allowance		L	The Chairman does not take the allowance. Any expenses may be reclaimed as spent, subject to the approval of the Council.	
Subscriptions and Donations	Power and authorisation to pay is legal and correctly accounted.	L	Payments are authorised and minuted at meetings. May need to be recorded as S137 payments.	
Grants Received	Non-compliance with terms and risk of PC incurring the expense of re-payment.	M	Monitoring of deadlines and term and conditions along with budgeting for any matching of funds etc.	
<u>LIABILITY</u>				
Minutes Agendas	Accuracy and legality.	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements.	
Statutory Documents	Non-compliance with Statutory requirements.	L	Minutes are presented for approval at the next Council meeting. Agendas are displayed according to legal requirements.	Members to take responsibility for reading and adhering to The Code of Conduct.

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Conduct at Meetings		L	Meetings are managed from the Chair	
Members' Interests	Conflict of interest. Errors in Register of interest.	L M	Councillors have a duty to declare any interest at the start of each meeting or as soon as it is realised. The Register should be updated within a month of a meeting at which an undisclosed interest has been declared.	Members to take responsibility for understanding the rules and acting upon them. Training.
Public Liability	Risk to third party, property or individuals.	L	Insurance is in place. Regular checks undertaken on Council property, action taken and records kept.	
Employer Liability	Non compliance with employment law. Conflict of interest.	M	Clerk undertakes all PAYE issues relevant to his/her employment by the Parish Council.	Possibility that Parish Council may become liable for NI.
Legal Powers	Illegal activities or payments. Working or advisory parties taking decisions.	L	All activities and payments by the Parish Council are made within their powers and are resolved and minuted at a Parish Council meeting. Advisory Groups or Working Parties operate within clear guidelines and terms of reference and report back to the Parish Council.	

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<u>ASSET</u>				
Stanney	Trees, branches or stone falling resulting in damage to pedestrians, animals or property.	L	Adequate liability insurance. Act upon annual inspection by a qualified tree surgeon. Interim three-monthly inspections by Councillors and/or the Clerk. Observations recorded in writing and reported to Council meeting for action. Erect warning signs, or barricades when required. Included in draft budget and reviewed annually.	
	Cost of maintenance.			
Cemetery	Toppling headstones. Unstable walls. Impact damage to wall, railings and gates. Injury to visitors. Rabbit and mole activity. Hills and holes are tripping hazards.	L M	Councillor inspections every three months, as above. Public Liability insurance in place. Keep grass cut. Lay down dangerous headstones and try to trace owners. Eradication methods regularly attempted	
Benches	Injury from broken benches		Inspected at same time as Stanney/Cemetery. Councillors/public/contractors asked to report damages to benches.	
	Theft of seats.		Secure seats with brackets and bolts.	