

RISK ASSESSMENT REGISTER

Birstwith Parish Council

Background

The greatest risk facing a Parish Council is that it is unable to continue its business as defined by law. Managing risk covers dealing with financial matters, issues of health and safety and ensuring plans are in place to achieve the Council's objectives. The failure to manage risks effectively can be expensive items in terms of litigation and reputation, and the ability of the Council to achieve desired targets.

The Council has evaluated how likely it is that a risk is present in any activity and the potential consequences (financial loss, difficulties in meeting its legal obligations etc.) Some consequences may not have an immediate financial impact but could have an adverse effect on the Council's standing in the community. The assessment of potential impact need not be any more complex than classifying each impact as *high*, *medium* or *low*. This assessment enables the Council to decide which risks it should pay most attention to when considering what measures to take to manage the risks.

Method

The Clerk reviewed the following areas of risk with the aim of:

- (a) Identifying key risks facing the Council in achieving its objectives and priorities;
- (b) Evaluating the potential consequences to the council if an event identified as a risk takes place; and
- (c) Deciding upon appropriate measures to avoid, reduce or control the risk and its consequences;
- (d) Publishing a plan for the review of systems and procedures;
- (e) Continuing the practice of maintaining the minutes of meetings as an essential record of the review and management of risk;
- (f) Agreeing that the activities listed in the Appendices are an accurate list of current practices

ITEM	RISK PROBABILITY	RISK CONTROL	DATE REVIEWED
That there is no Councillors	Low-medium	The power to act to ensure a quorate council rests with the District Authority	Ongoing
That any full Council or Council committee meeting is inquorate	Low	Standing Orders specify the number of Councillors for a quorum and the Clerk will make arrangements for a new meeting of the Council	Ongoing
Parish Notice Boards	Low	Visual inspection by Clerk/Councillors who would report any defects	Ongoing
Village Fountain	Low	Covered by Parish Council insurance policy Periodic visual inspections	Ongoing
Telephone Kiosk	Low	Covered by Parish Council insurance policy Periodic visual inspections and repairs carried out as required	Ongoing
Play Area	Low/Medium	Monthly safety checks made and repairs carried out as required. ROSPA annual safety check	Ongoing

ie. fraud or dishonesty		insurance policy covers any Councillor, Clerk or employee. Cheques require two signatories. There is no petty cash	May 2017
Non-negotiable Money Negotiable Cash/Uncrossed cheques held at Clerk's/Councillors home	Low	Covered by Parish Council insurance policy The Parish Council does not hold any Petty Cash nor does it receive any payments by uncrossed cheque. The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Accounts are annually reviewed by the auditor	May 2017
Employers Liability	Low	Covered by Parish Council insurance policy	May 2017
Personal Accident to Councillors, Clerk, employee or voluntary worker	Low	Covered by Parish Council insurance policy	May 2017
Libel and Slander	Low	Covered by Parish Council insurance policy	May 2017
Legal Expenses	Low	Covered by Parish Council insurance policy	May 2017
Electronic Records	Low	Electronic documentation is backed up to 'Drop Box' regularly. Can be accessed by Councillors.	Ongoing
Council not being able to continue its business due to an unexpected or tragic circumstance	Low	All files and recent records are kept at the clerk's home. The clerk makes a back up of files to 'Drop Box'. In the event of the clerk being indisposed one of the Councillors will take the minutes	Ongoing

Adequacy of meeting location	Low	Meetings are held in the Reading Room which is owned and managed by the Trustees Or for public meetings the Church Hall There is no risk to the Parish Council	Ongoing
Adequacy of precept	Medium	Sound budgeting to underlie annual precept. The Parish Council receives budget update information regularly The precept is an agenda item at the November meeting.	Ongoing
Adequacy of Insurance cover	Low	The insurance cover is reviewed annually and any new assets are added on acquisition Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	May 2017
Freedom of Information Act Policy Provision	Low	The Council has a model publication scheme for Local Councils in place. The clerk is aware that if a substantial request arrives then this may require many hours of additional work. A cost schedule is in place for disbursements and fees for work >£450.00	Monitor and report any impacts made under Freedom of Information Act
Loss of clerk/financial or other irregularity	Low	The requirements of Fidelity Guarantee insurance must be adhered to. Clerk should be provided with relevant training, reference books, access to assistance and legal advice Membership of Yorkshire Local Councils Associations maintained	Ongoing
Election Costs	Low – higher in election years	There are no measures, which can be adopted to minimise risk of having a contested election	ongoing

Illegal activity or payments	Low	All activity and payments made within the powers of the Parish Council and to be resolved and clearly minuted. No working parties exist within the Parish Council. Existing procedures adequate	Ongoing
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Minutes/Agendas/Statutory Documents Accuracy and legality Non compliance with statutory requirements	Low	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting Minutes and agendas are displayed according to legal requirements	Ongoing
Employer Liability - Non compliance with employment law	Low	Seek advice from Yorkshire Local Councils Associations / District Council where necessary	Ongoing
Members Interests Conflict of interest Register of Members Interests	Low	Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests form to be reviewed at least annually. Members to take responsibility to update their register	Last reviewed September 2017
Use of Contractors	Low	The Council requires contractors to carry 3rd party liability insurance cover and give notice of his/her self employment number to cover the PAYE risk	Ongoing

That a contractor fails to deliver services	Low	All contractors are paid in arrears and so there is no financial loss. In the event of a contractor failing to fulfil his contract the Council would seek an alternative, by public tender if required under standing orders	Ongoing
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