

# Shobrooke Parish Council

## Risk Management Assessment Form

This document has been produced to enable the Parish Council to assess the risks that it faces and to demonstrate that adequate steps have been taken to minimise such risks. The Council is aware that although risks cannot be fully eliminated it has a strategy in place that provides a structured and focused approach to managing risk.

Risk is defined as something that will affect the Council's ability to achieve its objectives and meet its duties. Risk Management is a tool by which these risks can be identified and controlled.

Level of Risk: L = Low M = Medium H = High

### Overall Assessment of Risk

Subject	Risk	Level Of risk	Management / Control Of Risk	Action Taken
Council Records – paper	Loss through theft, fire or damage	L	Archive material kept securely in church safe/DCC archives. Current working documents and minutes kept by Clerk	
Council Records – electronic	Loss through theft, fire or damage	M	Electronic documents are backed-up onto a separate memory stick by the Clerk and given to the Chairman on a regular basis  Relevant documents are shared regularly with Cllrs and online to ensure they are accessible and available in more than one place	Back up monthly on memory stick and use one-drive
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 reported monthly. The annual budget is set around January based on past expenditure and the council's objectives. The council has financial reserves.	

Financial Controls	-Inadequate banking checks and financial controls. -Loss through theft -Timely collection of income due	L	Financial Regulations set out requirements for budgets, banking, cheques and reconciliation of accounts Accounts are audited annually The Clerk records when income is due and monitors against this	
Election Costs	Costs when a full election takes place	M	Make sure there are always reserves to cover this	
Assets	Loss or damage	L	Assets are registered and insurance is held at the appropriate level at all times. Regular checks take place on all assets	Clerk to undertake an annual inspection of assets and report at annual council meeting
Insurance	-Adequate -Cost -Compliance -Fidelity guarantee	L L M L	An annual review of insurance undertaken at Parish council meeting Employers liability, public liability and fidelity Guarantee are a statutory requirement. Clerk liaises with insurance company and council to ensure the cover conditions are complied with	Clerk to liaise with insurance company if and when required
Clerk	Loss of Clerk  Fraud	M  L	Key information and documents regularly shared with all Cllrs and key documents posted on line Ensure insurance is adhered to	
Members interests	Failing to disclose interests	L	Members are required to disclose interests at the meeting	Members responsible for declaring interests
Health and safety	Council Activities	L	Meetings held in Village Hall which is considered adequate with Councillor collecting key. Public liability held. Council to ensure any activities undertaken are covered	

Grass cutting in playpark	Contractor retires Contractor is temporarily unable to cut grass due to illness, for example	M M	Consider if someone else could use the equipment to cut the grass Consider earmarking funds to cover future costs Consider increasing precept to cover any additional cost	Consider at budget 2018
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**Reviewed June 2018**

**Date of next review May 2019**

**Chairman .....** **Date.....**