

Newton St Cyres 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

Subject	Risk	Level Of risk	Management / Control Of Risk	Action Taken and Review
Council Records – paper	Loss through theft, fire or damage	L	Archive material kept securely in NSC Parish Hall storage facility and in County archives. Current working documents and minutes kept by Clerk at home	Minutes and other documents are on website
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	Frequent back-ups
Risk of council not being able to continue its business due to an unexpected or tragic circumstance	Unavailability of signatories Parish Hall not available Non quorum	L L L	Ensure there are always more than two signatories Find another venue Cllrs to inform Clerk of non-attendance in advance. Re-arrange meeting	Check bank mandate each year

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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 December/January based on past expenditure and the council's objectives. The council has financial reserves.	Ensure sufficient reserves and monitor spend monthly Review financial reserves on a regular basis
Financial Controls	Inadequate banking checks and financial controls. Loss through theft Timely collection of income due	L	Our Financial Regulations set out requirements for budgets, banking, cheques and reconciliation of accounts Accounts are audited annually, two signatories required The Clerk records when income is due and monitors against this	Checked by internal audit
Best Value Accountability	Work awarded incorrectly	L	Normal practice would be to seek, if possible, three quotations for any substantial work required, or goods to be supplied	Detailed in Financial Regulations
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. A regular check take place on all assets	Clrs 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

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Clerk	Loss of Clerk	M	Key information and documents regularly shared with all Cllrs and key documents posted on line	Consider use of a drop box Clerk has membership of SLCC and Council is member of DALC
	Fraud	L	Ensure insurance is adhered to	
	Actions undertaken by staff	L	Clerk to be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role	
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 Parish Hall. Public liability held. Council to ensure any activities undertaken are covered	
Allotment	Increase in net expenditure not matched by income from tenants	M	Review allotment rents annually	Ensure annual review
Parish Council activities eg working from home, safety of assets, arboretum, village hall car park, speedwatch, neighbourhood watch, litter pickers	Each area has its own risk assessment	M	Continue to review each risk assessment annually	Ensure annual review