**EASTON PARISH COUNCIL - RISK ASSESSMENT SCHEDULE**

**Definition of Risk Management**

Risk is the threat that an event or action will adversely affect an organisation’s ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable Easton 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 some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach on managing risk, which:

* Identifies the subject
* Identifies what the risk may be
* Identifies the level of risk
* Evaluates the management and control of the risk and records findings
* Reviews, assesses and revises procedures if required

**MANAGEMENT**

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| Subject | Risk(s) identified | H/M/L | Management/Control of Risk | Review/Assess/Revise |

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| Business  Continuity  Meeting Location  Council Records  Council Records Electronic | Council not being able  to continue its business due to an un-expected tragic circumstance  Adequacy Health & Safety  Loss, through theft, fire, damage  Loss through damage, fire, corruption of computer | L  L  L  M | All files and recent records are kept at the Clerks home. The Clerk makes electronic back up of files. In the event of the Clerk being indisposed the Chair to contact LCPAS for advice and support.  Meetings are held at the Village Hall. The premises and facilities are considered adequate for the Clerk, Councillors and any members of Public that attend from health & safety and comfort aspect.  Papers, both current and archived are held in a locked metal cabinet within the Village Hall and at the Clerks home.  All electronic records are stored on the Clerks computer. Back ups on external drives are taken regularly. Storage is not fire proof. | Review when necessary  Existing procedure adequate  Provision is adequate  Risk of fire and theft is very low. Electronically backing up onto external drives system is viewed as adequate |

**FINANCE**

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| Subject | Risk(s) identified | H/M/L | Management/Control of Risk | Review/Assess/Revise |

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| Precept  Insurance  Financial Controls  Freedom of Information Act  Clerk  Election Costs  VAT  Annual Return | Adequacy of Precept  Adequacy  Cost  Compliance  Inadequate checks  Policy Provision  Loss of Clerk  Fraud  Actions undertaken  Risk of election cost  Re-claiming  Not submitted within time limits | M  L  L  L  M  L  L  M  L  L | Sound budgeting to support precept. The Parish Council receives budget update to prepare to set budget as Agenda item at January meeting.  An annual review is undertaken of all insurance arrangements in place. Public Liability & Fidelity Insurance are statutory requirements.  Financial statement detailing bank accounts receipts and payments, balances are presented and approved at bi-monthly meetings. Two signatories are required on cheques, all invoices presented are also signed by two signatories. Clerk files all copies and maintains an electronic spreadsheet with details.  The Council has a model scheme for Local Councils in place.  A contingency fund should be held, to enable training for replacement Clerk  The requirements of Fidelity Guarantee insurance is maintained within the policy  Clerk should be provided with relevant training, reference books and access to assistance and legal advice  Risk is higher in an election year. A contingency fund should be established to meet funds should a contested election occur.  The Council has Financial Regulations which set out the requirements.  Annual return is completed and signed by the Council and submitted to the Internal Auditor for signing, then to  the External Auditor. | Existing procedure adequate  Existing procedure adequate. Review Financial Regs as necessary.  Existing procedures adequate  Monitor and report any impacts made under this Act.  Include in budget when setting precept  Renew annually  Membership of LCPAS should be maintained.  Include in budget when setting precept  Existing procedures adequate  Existing procedures adequate |

**ASSETS**

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| Subject | Risk(s) identified | H/M/L | Management/Control of Risk | Review/Assess/Revise |

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| Street furniture & play equipment | Damage to play equipment and notice boards, seats etc | M | An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by members of the Council | Existing procedures adequate |

**LIABILITY**

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| Subject | Risk(s) identified | H/M/L | Management/Control of Risk | Review/Assess/Revise |

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| Legal Powers  Minutes, Agendas, Statutory documents  Public Liability  Legal Liability | Illegal activity or payments  Accuracy and legality  Risk to third party, property or individuals  Legality of activities  Proper document control | L  L  M  M  L | All activity and payments made within the powers of the Parish Council to be presented on the Financial Statement and agreed and minuted.  Minutes and Agendas are produced in prescribed manner and adhere to legal requirements. Minutes are approved and signed at the next meeting. Minutes and Agendas are made available and displayed according to legal requirements.  Business conducted at Council meetings should be managed by the Chair.  Insurance is in place. Risk assessment of any individual event undertaken.  Clerk to clarify legal position on proposals and to seek advice necessary  Retention of document policy in place | Existing procedures adequate  Existing procedures adequate  Members to adhere to Code of Conduct  Existing procedures adequate  Existing procedures adequate  Existing procedures adequate |

**COUNCILLORS PROBRIETY**

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| Subject | Risk(s) identified | H/M/L | Management/Control of Risk | Review/Assess/Revise |

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| Members Interest | Conflict of Interest  Register of Members Interest | H  H | Councillors have a duty to declare any interests at the start of each meeting.  Register of Members Interest to be maintained and updated where necessary. | Existing procedures adequate  Members to take responsibility to update their register. |