

SHERMANBURY PARISH COUNCIL - ANNUAL RISK ASSESSMENT

This document has been produced to enable the 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 to 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.

SUBJECT	RISK(S) IDENTIFIED	Risk Rating	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
<u>MANAGEMENT</u> Business Continuity	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. A regular offsite backup is carried out.	Review when necessary
	Council not being able to undertake business without a quorum of 3 councillors	High	Councillors send apologies in advance of meeting if unable to attend, and if numbers are low, the clerk contacts remaining councillors to confirm their attendance If a meeting is unable to be held, then councillors to be contacted, and agreement to essential business obtained by email or video conferencing and confirmed at the next meeting.	Existing procedure adequate

Meeting location	Adequacy Health and Safety	Low	Meetings are held in the two local pubs venues. All the premises and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend from a health and safety and comfort aspect.	Existing procedure adequate
Council Records	Loss through theft, fire, damage	Low	Papers are held in a cabinet at the clerk's home.	Existing procedure adequate
Council Records electronic	Loss through damage, fire, corruption of computer	Medium	The Parish Council's electronic records are stored on a computer held at the clerk's home. Offsite back-ups of the files are taken at regular intervals.	Existing procedure adequate
<u>FINANCE</u> Precept	Adequacy of precept	Medium	Sound budgeting to determine annual precept. The Parish Council receives bi monthly budget update information and detailed budgets in January when the precept is an agenda item at the January meeting. The parish council hold reserves adequate to meet some unforeseen or uninsured risks.	Existing procedure adequate

Insurance	Adequacy of insurance	Medium	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Review provision and compliance annually
-----------	-----------------------	---------------	---	--

Banking	Adequacy of controls, risk of loss through dishonesty, fraud	Low	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedures adequate Review Financial Regulations as necessary
Financial controls and records	Adequacy of controls, risk of loss through dishonesty, fraud Risks involved with the use of electronic banking	Low	Bi monthly reconciliation prepared by RFO and checked by the Chair of the Parish Council. Clerk sets up on line payments which are then authorised by a Councillor. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted.	Existing procedures adequate

<u>ASSETS</u> Street furniture	Damage to items	Medium	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 Parish Council.	Existing procedures Adequate – detailed asset register is maintained.
<u>LIABILITY</u> Legal Powers	Illegal activity or payments	Low	All activity and payments made within the powers of the Parish Council to be resolved and clearly minuted.	Existing procedures adequate

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 Business conducted at Council meetings managed by the Chairman	Existing procedures adequate

Public Liability	Public Liability Risk to third party, property or individuals	Low	Public liability insurance is in place. Risk assessment of any individual event undertaken.	Existing procedures adequate
<u>COUNCILLORS' PROPRIETY</u> Liability	Conflict of interest	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 on an annual basis	Existing procedures adequate
<u>CLERK</u> Liability	Loss of clerk Fraud Actions undertaken	Medium	A temporary clerk should be identified pending advertising for replacement in the event of the clerk resigning, or ill.	Review when necessary. Details of the bank of temporary clerks can be obtained from WSALC
			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 and cost budgeted. Monitor working conditions	