

Cerne Valley Parish Council Risk Assessment

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of conditions AND environmental factors that will enable the CVPC to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the CVPC should then take all practical and necessary steps to reduce or eliminate the risks, **insofar as is practically possible**, making sure that the General Public are made aware of the results of the 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. In conducting this exercise, the following plan was followed:

- ✍ Identify, the area to be risked assessed.
- ✍ Identify the potential risks.
- ✍ Evaluate, manage and control of the risk and record all findings.
- ✍ Review, assess and revise if

HIGH	Requires urgent attention
MEDIUM	Requires review
LOW	Requires no further action

FINANCE AND MANAGEMENT

Subject	Risk(s) Identified/ Injury	H / M /L	Management/Control of Risk/ Remedial action as required to reduce risk.	Risk after control H/M/L	Review/Assess/Revise
Payments	Theft or Fraud	L	Monthly checks on voucher / cheques / bank statements	L	No further action
Receipts	Theft or Fraud	L	Monthly checks on vouchers	L	Allotment and Burial records checked against the records
Cheques	Theft or Fraud	L	Minimum of 2 signatures required	L	No further action
Budget	Under / overspend	L	Ensure budget meets requirements	L	Reviewed monthly Assessed at finance meetings
Staff	Clerk	L	Quality working conditions Flexible working hours	L	Assessed annually
Staff Salary	Clerk	L	On SLCC salary scales	L	Reviewed annually on performance
Assets	Damage or loss	M	Inspected annually	M	Insurance paid annually and reviewed
Correspondence	Loss or damage	L	Scanned to lap top and backed up by USB	L	No further action
Records	Loss or damage	L	Stored in Clerk office and saved to lap top	L	No further action
Members interests	Conflict of interests	L	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	L	Reviewed annually
Suitability	Fitness for office	L	Training available	L	Elected or co-opted members