

**Great Coxwell Parish Council**

Reading Room, Great Coxwell, Oxfordshire, SN7 7NG

Clerk: David Hatton (clerk@greatcoxwell.com)

Document : **Risk Assessment**

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GCPC - Approved

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### Great Coxwell Parish Council Risk Assessment

The following tables show the risks identified by Great Coxwell Parish relevant to the operations of the council. These risks are relevant to both the day to day operations or potential emergency situations.

The severity of these risks is based on the following factors which combine to provide a Degree of Risk.

#### Likelihood (L)

- Frequent 5
- Probably 4
- Occasional 3
- Improbable 2
- Remote 1

#### Severity (S)

- Catastrophic 5
- Major 4
- Reportable 3
- Serious 2
- Minor 1

Degree of Risk (DG) = Likelihood x Severity

The Residual Risk is the severity likely after the control measures have been applied.

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RISK AREA - FINANCIAL									
Item	Persons at Risk	Hazard	Risk Level			Control Measure	Residual Risk		
			L	S	DR		L	S	DR
Budget	Council	Inflation	2	2	4	<ul style="list-style-type: none"> <li>Ensure budget includes an element for inflation compared to previous years costs in unknown</li> </ul>	1	1	1
Budget	Council	Insufficient operational funds	2	2	4	<ul style="list-style-type: none"> <li>General Reserve to be maintained at a minimum level of 6 months known expenditure.</li> <li>Use of EMRS to protect funds required for specific budgetary areas.</li> <li>Annual precept set with sound budgeting procedure.</li> <li>Regular reviews of income/expenditure to budget.</li> </ul>	1	1	1
Council Funds	Council	Theft/Dishonesty	2	4	8	<ul style="list-style-type: none"> <li>Fidelity Insurance.</li> <li>No cash to be held.</li> <li>Cashbooks audits.</li> <li>Bank reconciliation.</li> <li>Invoice authorisation.</li> <li>Internal Audit.</li> </ul>	1	2	2
VAT	Council	Incorrect/Failure to reclaim	1	2	2	<ul style="list-style-type: none"> <li>Compliance with current VAT regulations.</li> <li>VAT claim to be conducted at least annually via VAT126 (Making Tax Digital not applicable as unregistered).</li> </ul>	1	1	1

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Precept	Council	<ul style="list-style-type: none"> <li>Failure to submit</li> <li>Unpaid</li> <li>Inadequate</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Ensure Precept Demand completely prior to deadline.</li> <li>Notify distributing authority.</li> <li>Ensure sound budgetary process.</li> </ul>	1	1	1
Salaries	Staff	Incorrect payment amount	1	1	1	<ul style="list-style-type: none"> <li>Use of HMRC PAYE Basic Tools.</li> <li>Maintain up-to-date personell records.</li> </ul>	1	1	1
Election Costs	Council	Requirement for open election	3	2	6	<ul style="list-style-type: none"> <li>Budget to contain adequate accrual funds.</li> </ul>	2	1	2
Payments	Council	<ul style="list-style-type: none"> <li>Incorrect payment made – Amount / Payee.</li> <li>Internet banking unavailable</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>All payments to be authorised by two members. Payment request to be accompanied by the relevant invoice.</li> <li>Cheque book to be held by Clerk.</li> </ul>	1	1	1
Unauthorised Council Activity	Council	Unauthorised action	1	2	2	<ul style="list-style-type: none"> <li>All payments to have a record of the relevant and applied ‘Power to Spend’. GPoC not adopted.</li> </ul>	1	1	1
Financial Records	Council	Loss of finance records	1	2	2	<ul style="list-style-type: none"> <li>Copy of financial records to be placed on ‘shared’ data facility.</li> <li>Minutes of Meetings to include a finance report detailing all cashbook transactions.</li> </ul>	1	1	1

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RISK AREA - PROPERTY									
Item	Persons at Risk	Hazard	Risk Level			Control Measure	Residual Risk		
			L	S	DR		L	S	DR
Council assets	Council	Loss/Damage	3	2	6	<ul style="list-style-type: none"> <li>Up to date asset register. Reviewed annually as a minimum.</li> <li>Appropriate Insurance cover held.</li> <li>Adequate premises security.</li> </ul>	3	1	3
Third party property or persons	Council	Loss/Damage	2	2	4	<ul style="list-style-type: none"> <li>Maintenance schedules conducted as required.</li> <li>Appropriate Insurance cover held.</li> <li>Annual RoSPA inspection (play areas)</li> </ul>	2	1	2

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RISK AREA – DIGITAL/DATA									
Item	Persons at Risk	Hazard	Risk Level			Control Measure	Residual Risk		
			L	S	DR		L	S	DR
Website	Council	Non-compliance of the current required standards	1	2	2	<ul style="list-style-type: none"> <li>Maintain website to the current standards.</li> <li>Maintain a council owned domain.</li> </ul>	1	1	1
Email	Council / Members	Non-compliance of the current required standards	1	2	1	<ul style="list-style-type: none"> <li>Maintain a council owned domain for email accounts. No use of personal email accounts.</li> <li>Maintain an IT Policy detailing procedures to be followed.</li> <li>Maintain a Bring Your Own Device Policy (BYOD) detailing procedures to be followed.</li> </ul>	1	1	1
Data	Council	Data breach	2	2	4	<ul style="list-style-type: none"> <li>Follow all actions are described in the relevant policies.</li> <li>Any suspected data breach should be notified to the clerk immediately.</li> </ul>	1	1	1
FOI request	Council	Lack of access to data	2	2	4	<ul style="list-style-type: none"> <li>Clerk to maintain a master record of email account passwords.</li> </ul>	2	1	2
SAR request	Council	Lack of access to data	2	2	4	<ul style="list-style-type: none"> <li>Clerk to maintain a master record of email account passwords.</li> </ul>	2	1	2

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RISK AREA – GOVERNANCE									
Item	Persons at Risk	Hazard	Risk Level			Control Measure	Residual Risk		
			L	S	DR		L	S	DR
Agenda	Council	Failure to comply with statutory requirements.	2	2	4	<ul style="list-style-type: none"> <li>Agenda to be posted on noticeboard and website ensuring minimum notice period is maintained.</li> </ul>	2	1	2
Minutes	Council	Failure to comply with statutory requirements	2	2	4	<ul style="list-style-type: none"> <li>Draft minutes to be posted on noticeboard and website within 30 days of the meeting. Minutes to be approved at the next council meeting.</li> </ul>	2	1	2
Notice of Public Rights	Council	Failure to comply with statutory requirements	2	2	4	<ul style="list-style-type: none"> <li>Notice of Public Rights to be posted on notice board and website at least one day prior to the beginning of the period. Notice period to include the statutory length of time and inclusive dates.</li> </ul>	2	1	2
Annual Return	Council	Failure to comply with statutory requirements	2	2	4	<ul style="list-style-type: none"> <li>All relevant pages to be posted on the noticeboard and website following completion.</li> <li>All documents required by the Transparency Code 2015 to be posted on the website.</li> </ul>	2	1	2
Policies renewals	Council	Failure to comply with statutory and	2	2	4	<ul style="list-style-type: none"> <li>Maintain an update to date schedule of all council policies and documents.</li> <li>Maintain up to date knowledge regarding legislative amendments.</li> </ul>	2	1	2

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		audit requirements.							
Register of Members Interests	Members	Failure to comply with statutory requirements	1	2	2	<ul style="list-style-type: none"> <li>Ensure members records are kept up to date and recorded with the relevant authority.</li> </ul>	1	1	1

RISK AREA – Great Coxwell Park									
Item	Persons at Risk	Hazard	Risk Level			Control Measure	Residual Risk		
			L	S	DR		L	S	DR
Play park equipment	Members of the public, particularly children	Equipment not fit for purpose, slips, trips and falls.	2	2	4	<ul style="list-style-type: none"> <li>Ensure installed equipment meets safety standards at time of installation.</li> <li>Perform weekly visual check and litter pick and more detailed interim inspections on the state of the equipment.</li> <li>Get annual independent safety check (RoSPA).</li> <li>Attend to issues raised as appropriate.</li> </ul>	2	1	2
Park grounds	Members of the public, particularly children	Dog mess, broken glass or sharps. Dogs on field.	3	1	3	<ul style="list-style-type: none"> <li>Perform weekly visual check and litter pick document pertinent hazards found.</li> <li>No dogs allowed in park, ensure signage is visible.</li> </ul>	3	1	3

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Nearby hazards	Members of the public, especially children using the park.	Danger to children of the nearby road Danger by overhead cables	1	2	2	<ul style="list-style-type: none"><li>• Park enclosed by hedge/fence.</li><li>• Vehicular gate kept locked</li><li>• Pedestrian gates are self-closing.</li><li>• No kite flying advised</li></ul>	1	1	1
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