

GODSHILL 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.

Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)

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.

MANAGEMENT

Subject	Risk(s) Identified	H M L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the home of the Clerk. The Clerk makes a monthly back up of computer files. In the event of the Clerk being indisposed the Chairman to contact the Parish and Community Development Team at IW Council for advice.	Review when necessary Ensure procedures below are undertaken

Meeting location	Adequacy Health and Safety	L	Meetings are held in Godshill School Hall. 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.	Health & Safety procedure to be reviewed.
Council Records	Loss through theft, fire, damage	L	Papers, both current and archived will be held in a locked metal cabinet at the clerk's home.	Damage or theft is unlikely and so provision adequate.
Council Records electronic	Loss through damage, fire, corruption of computer	L	The Parish Council's electronic records are stored on the Clerk's computers Back-ups of the files are taken at weekly intervals on a memory stick, which are kept in a locked metal cabinet.	Existing procedure adequate.
FINANCE				
Subject	Risk(s) Identified	H M L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	L	Sound budgeting to support precept. Council receives detailed budgets in December. Precept setting is an agenda item at the February meeting. Budget monitoring is undertaken by the Clerk and reporting of variances is done on an exception basis.	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks	L	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
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float.	Existing procedures adequate.

Financial controls and records	Inadequate checks	L	Monthly reconciliation prepared by Clerk. Two signatories on cheques. 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
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. The clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take over 15 hours. However, the request can be resubmitted, broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts made under Freedom of Information Act
Clerk	Loss of clerk Fraud Actions undertaken Salary paid incorrectly	M L L L	A contingency fund should be established to enable training for the CILCA qualification in the event of the Clerk resigning. 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 IW Community Action has been appointed to undertake payroll provision.	Include in financial statement when setting precept Membership of SLCC maintained Monitor working conditions
Election Costs	Risk of election cost after 2020	M	Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. A contingency fund should be established to meet the costs.	Include in financial statement when setting precept
VAT	Re-claiming/charging	L	The Council has financial regulations which set out the requirements	Existing procedures adequate

Annual return	Not submitted within time limits	L	Annual return is completed and signed by the Chairman, submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within the statutory time limit.	Existing procedures adequate
ASSETS				
Subject	Risk(s) Identified	H M L	Management/Control of Risk	Review/Assess/Revise
Chapel building	Subsidence, damage by another party.	L	Building insured	Existing procedures adequate
Garden Machinery	Fire & Theft	L	Machinery insured	Existing procedures adequate
LIABILITY				
Subject	Risk(s) Identified	H M L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Section 137 power to be recorded at time of use.	Existing procedures adequate
Minutes/ Agendas/ Statutory documents	Accuracy and legality Non compliance with statutory requirements	L L L L	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 is managed by the Chairman	Existing procedures adequate Undertake adequate training Members to adhere to Code of Conduct

Public Liability	Risk to third party, property or individuals	M	Insurance is in place.	Existing procedures adequate
Employer Liability	Noncompliance with employment law	L	Undertake adequate training and seek advice from Parish and Community Development Team at County Hall	Existing procedures adequate
Legal Liability	Legality of activities	M	Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures adequate
	Proper and timely reporting via Minutes	L	Council always receives and approves minutes at monthly meetings	Existing procedures adequate
	Proper document control	L	Retention of document policy in place	Existing procedures adequate
COUNCILLORS PROPRIETY				
Subject	Risk(s) Identified	H M L	Management/Control of Risk	Review/Assess/Revise
Members Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting	Existing procedures adequate
	Register of Members Interests	L	Register of Members Interests form to be reviewed on an annual basis	Members to take responsibility to update their register