

SHARNFORD PARISH COUNCIL RISK MANAGEMENT ASSESSMENT 2021

| No. | Description of risk | Numerical assessment pre-mitigation | | | Risk | Mitigation or control | Numerical assessment post-mitigation | | | Risk |
|--|---|-------------------------------------|--------|-------|------|--|--------------------------------------|--------|-------|------|
| | | Likelihood | Impact | Score | | | Likelihood | Impact | Score | |
| Business Continuity | | | | | | | | | | |
| 1 | Incapacity/absence of the Clerk | 3 | 5 | 15 | M | Designate a person to temporarily act as Clerk in an emergency. A Locum Service is available through the Society of Local Council Clerks. http://consultancy.slcc.co.uk/register?type=locum | 1 | 5 | 5 | L |
| 2 | Resignation of the Clerk | 3 | 5 | 15 | M | Undertake succession planning. Designate a person to temporarily act as Clerk. | 1 | 5 | 5 | L |
| 3 | Physical council meetings cancelled due to infectious diseases. Social distancing to be maintained. | 5 | 5 | 25 | H | Virtual meetings held utilising internet based video conferencing systems (Zoom). | 1 | 5 | 5 | L |
| 4 | Loss or theft or inability to access minutes and financial records | 2 | 5 | 10 | L | All old copies prior to electronic use are stored in fireproof cabinet in Evergreen Hall. All Minutes since April 2018 are held on the Council's website and in a loose-leaf folder. Data Back-up is held on memory stick, copies retained by clerk and designated councillor. Copies of Minutes since 2007 are held on Clerk's laptop and back-up memory stick. | 1 | 5 | 5 | L |
| 5 | Failure to retain or secure the necessary number of members for a Council | 2 | 4 | 8 | L | Clerk to maintain an up to date Councillor Attendance Register. Advertise for an election immediately a vacancy exists. Co-opt Members where no election is held. | 1 | 4 | 4 | L |
| Ensure compliance with an Act of Parliament, Council's, financial regulations and code of conduct | | | | | | | | | | |
| 6 | Lack of knowledge of regulations and codes | 2 | 5 | 10 | L | Ensure that all Councillors have available relevant Acts. That a Code of Conduct, Standing Orders and Financial Regulations are in place. Highlight essential parts and provide training where relevant. | 1 | 5 | 5 | L |
| 7 | Absence of Standing Orders | 2 | 5 | 10 | L | Ensure that Standing Orders are produced and adopted by the Council, understood by Councillors and reviewed annually. | 1 | 5 | 5 | L |
| 8 | Action by the Parish Council outside its powers laid down by Parliament | 2 | 3 | 6 | L | Clerk to monitor relevant legislation and report to Council | 1 | 3 | 3 | L |
| 9 | Lack of commitment to regulations and procedures | 3 | 4 | 12 | M | Chairman and Clerk to review Council's meeting and operational procedures annually. | 1 | 4 | 4 | L |
| 10 | Items purchased without proper tendering procedures, not providing value for money or resulting in accusations of commercial favouritism. | 2 | 3 | 6 | L | Parish Council to obtain at least two quotations for key purchases. See Financial Regulations and Transparency Code. | 1 | 2 | 2 | L |
| 11 | Lack of control of signatories to cheques | 2 | 5 | 10 | L | Two Councillors as authorised signatories approved by the Council. Cheque stubs to be initialed by both signatories. See Financial Regulations. | 1 | 5 | 5 | L |
| 12 | VAT not properly accounted for, resulting in overclaims and large demands from HMRC. | 2 | 4 | 8 | L | Ensure appropriate VAT publications are held and that Clerk has good knowledge of the regulations. See Financial Regulations. | 1 | 4 | 4 | L |
| 13 | Notice of meeting | 2 | 4 | 8 | L | The meeting Agenda is placed on the four village noticeboards, and on the Council's website giving the required notice of each meeting. All Parish, District, and County Councillors are informed by email. | 1 | 4 | 4 | L |
| 14 | Approval of minutes | 2 | 4 | 8 | L | Minutes are approved at the next Meeting of the Council. Draft Minutes are forwarded to Councillors and displayed on the Council's website and notice boards no later than two weeks after a meeting. | 1 | 4 | 4 | L |
| 15 | Register of interests | 3 | 5 | 15 | M | Councillors are required to declare an interest in any item of business and this is recorded in the Minutes. Completed Register of Interests forms are submitted to the Monitoring Officer and regularly reviewed. | 2 | 5 | 10 | L |
| 16 | Security of data (IT systems and support) | 3 | 5 | 15 | M | Confidential documents are stored in a locked filing cabinet. Website and email accounts supported by 2commune. All parish council data held on Councillors laptops should be password controlled. | 1 | 5 | 5 | L |

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| 17 | Freedom of information | 2 | 5 | 10 | L | The Council has adopted the model scheme. | 1 | 5 | 5 | G |
| 18 | Payments made without prior approval and adequate control | 3 | 4 | 12 | M | Ensure that all payments are approved in Council meetings and recorded in Minutes. Where prior payment is required this is approved by the Chairman and Clerk, in line with Financial Regulations. Maximum payment £500. | 1 | 4 | 4 | L |
| Governance and Management | | | | | | | | | | |
| 19 | Engagement by Members in the operation and activities of the Parish Council | 2 | 5 | 10 | L | Take every opportunity to publicise the role of the Parish Council through Sharnford News, website, notice boards and Facebook. Use key issues to raise profile of Parish Council and to test parishioners views. Publish Councillors contact details on the Website. | 1 | 5 | 5 | L |
| 20 | Impact of Public spending cuts | 3 | 5 | 15 | M | All Councillors to be made aware that priorities must be set on the basis of the financial capacity of the Parish Council to deliver. Attend training where appropriate. | 2 | 5 | 10 | L |
| 21 | Lack of engagement by Councillors and Residents on major items of public interest | 2 | 5 | 10 | L | Ensure publicity through Sharnford News, Facebook, village noticeboards and website. | 1 | 5 | 5 | L |
| 22 | Lack of knowledge by Councillors on their role, responsibility and accountability | 2 | 5 | 10 | L | Delegate responsibility to one or two experienced Councillors to assist new Members. Attend any training courses available. | 2 | 5 | 10 | L |
| 23 | Indaequate insurance cover for members and Clerk | 2 | 4 | 8 | L | Review Risk Assessment by including on Agenda of Parish Council meetings at least annually. Ensure a Risk Assessment is carried out for all new assets and appropriate insurance cover implemented. | 1 | 4 | 4 | L |
| 24 | Lack of appropriate financial controls and reporting | 3 | 5 | 15 | M | The Parish Council have adopted Financial Regulations utilising NALC Model Regulations. Clerk to ensure that Receipts and Payments are promptly and accurately recorded. All invoices to be checked and reported to next Parish Council meeting. Clerk to balance accounts against bank statements monthly. Clerk to produce up to date reports at all meetings. Internal Audit checks by designated Councillor. Internal and External Audit reports to be made available to all Councillors and any recommendations acted upon promptly. | 1 | 5 | 5 | L |
| 25 | Lack of engagement/knowledge of residents concerns and views | 3 | 5 | 15 | M | Public Participation Session is held during each Council meeting. Use is made of quarterly Sharnford News publication, website and village noticeboards. Annual Parish meeting to be held each May. | 1 | 5 | 5 | L |
| 26 | Use of funds not in accordance with residents wishes | 2 | 5 | 10 | L | Effective Budget Planning Process. Annual Plan reviewed annually. | 1 | 5 | 5 | L |
| 27 | Lack of commitment by Members to the budgetary process | 2 | 4 | 8 | L | Include regulations in Standing Orders issued to all Councillors. Place item on Agenda early in the year to remind Concillors of budget process and actions required. Involve all Councillors in budgetary process not solely the Clerk. | 1 | 4 | 4 | L |
| 28 | Failure to ensure that the annual precept results from an adequate budgetary process. | 3 | 4 | 12 | M | Start consideration of budgetary process at least four months prior to submission date of Precept. Checks by Clerk and Internal Auditor. | 2 | 4 | 8 | L |
| 29 | Inadequate internal controls with regard to monitoring expenditure | 3 | 4 | 12 | M | Internal Audit checks are carried out every three months by a designated Councillor to ensure effective financial management by Clerk. Councillor without signitory authorisation to check bank statements against quarterly return. | 1 | 4 | 4 | L |
| 30 | Election costs | 2 | 3 | 6 | L | In an election year, estimated costs obtained from the Electoral Officer and included in the budget. In other years the Council provides a sum within its working balance to meet possible by-election costs. | 1 | 3 | 3 | L |
| 31 | Reserves too high/low | 2 | 2 | 4 | L | Auditor advises reserve balance must not exceed twice the Precept. | 1 | 2 | 2 | L |

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| 32 | Failure to ensure that all employees are paid in accordance with Council regulations and are adequately monitored | 2 | 4 | 8 | L | Parish Council employ external payroll service. A Contract of Employment and Job Description is agreed for the Clerk. Terms and conditions are agreed in the Minutes. Ensure employee regulations are available and understood by the Clerk. No additional payment to the Clerk without Council approval. | 1 | 4 | 4 | L |
| 33 | Failure to ensure that year end accounts are correctly prepared | 2 | 4 | 8 | L | Include a timetable in Standing Orders/Financial Regulations. Internal Audit checks. Financial reports to all Parish Council meetings. | 1 | 4 | 4 | L |
| 34 | Failure to identify, value and maintain all assets of the Parish Council, and ensure that asset and investment registers are complete. | 2 | 5 | 10 | L | Record and maintain a record of all assets for which the Parish Council is responsible and include in year end accounts. Arrange for annual review of valuations and arrange for professional valuation where appropriate. | 1 | 5 | 5 | L |
| 35 | Adoption and implementation of appropriate Government legislation | 2 | 5 | 10 | L | Clerk to have appropriate legislation available. Review liabilities and responsibilities periodically at Parish Council meetings. | 1 | 5 | 5 | L |
| Health & Safety | | | | | | | | | | |
| 36 | Flooding in village affecting homes and transport systems. | 4 | 5 | 20 | H | Council carry out resilience planning in conjunction with Flood Wardens and LCC Resilience Team. Emergency kit to be stored in St.Helen's churchard store. | 3 | 5 | 15 | M |
| 37 | Unsafe Trees in parks and burial grounds | 4 | 5 | 20 | H | Tree survey to be carried out by qualified Arboriculturist at a frequency determined by risk. Recommendations to be actioned | 1 | 5 | 5 | L |
| 38 | Unsafe Gravestones in Churchyard and Cemetery | 3 | 5 | 15 | H | Annual Survey of all Gravestones by trained/qualified specialist. | 1 | 5 | 5 | L |
| 39 | Lack of maintenance of playground equipment. | 3 | 5 | 15 | H | Weekly inspection of all equipment by nominated person. Annual examination by playground equipment specialist | 1 | 5 | 5 | L |
| 38 | Injury to public using playground equipment. | 4 | 5 | 20 | H | Signage warning users (and parents) of possible dangers when using equipment. Public liability insurance covering injury £10 million. | 2 | 5 | 10 | L |

Size of Risk

| Descriptor | Likelihood | Impact |
|------------|----------------------|-----------|
| 1 | 2% likely to happen | Very Low |
| 2 | 5% likely to happen | Low |
| 3 | 10% likely to happen | Moderate |
| 4 | 20% likely to happen | High |
| 5 | 50% likely to happen | Very High |

Risk Score

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|---------|--------|
| 0 - 10 | Low |
| 11 - 15 | Medium |
| ≥ 15 | High |