

FROXFIELD PARISH COUNCIL

RISK ASESMENT SCHEDULE

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 a strategy in place that provides a structured, systematic and focused approach to managing risk which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evalautes the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

Subject	Risk/s Identified	H/M/L	Management/ Control of Risk	Review/Assess/ Revise
Business Continuity	Council unable to continue its business due to unexpected circumstance	L	All files and records (both paper & electronic) are stored securely at the home of the Parish Clerk/RFO. A laptop is provided solely for Parish business. Electronic documents are stored on the secure Dropbox cloud storage system. In the event of the clerk being indisposed, the Chairman will provide administartive support or employ the services of a temporary clerk as approved by the Councillors.	Review annually
Meeting location	Adequacy Health & Safety	L	Meetings are held in the Froxfield Memorial Hall. A key is supplied via a hidden key safe. The premises and facilites are considered to be satisfactory from a Health and Safety, accessibility and comfort aspect for the public and council members who attend. A Health and Safety notice and other appropriate licences are displayed in the hall. There are no issues with access for the disabled/less mobile as the hall is accessed directly from the car park with no steps to negotiate.	Existing procedure adequate

Subject	Risk/s Identified	H/M/L	Management/ Control of Risk	Review/Assess/ Revise
Council records	Loss through theft, fire or damage	M	Current and archived papers are stored safely at the home of the Clerk which is kept secure at all times. A dedicated Council laptop has been purchased and a Dropbox cloud storage account is used for all Council documents which meets Data Protection requirements.	Damage or theft unlikely – current/planned provision adequate, but consider fire/flood proof storage box for Parish deeds.
Precept	Adequacy of Precept	M	Detailed budgeting and consideration of future expenditure prior to precept request in November.	Unpredictable event requiring unforeseen expenditure cannot be excluded but some budget contingencies exist for such eventualities.
Insurance	Adequacy, Cost Compliance, Fidelity Guarantee	L	An annual review is undertaken of all insurance arrangements in place. Employers, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate – annual review.
Banking	Inadequate practices	L	The Council banks electronically using a secure, password protected website all payments are processed by BACS transfer. If a cheque were required, 2 signatories would be needed, the Chair and the Clerk No petty cash is held or kept.	Existing procedures adequate. Review annually
Payments / cash /VAT		L	Monthly reconciliation prepared by the Clerk/RFO and checked by the Chairman. All payments are detailed at each council meeting and approved by the chairman. The Clerk/RFO has the authority to pay invoices up to £500 prior to meeting approval. VAT is recovered annually.	Existing procedures adequate. Annual review.
Annual Governance and Accountability Return (AGAR)	Not submitted within time limits	L	AGAR is completed and signed by the Council and the Auditor within time limit.	Existing procedures adequate.

Subject	Risk/s Identified	H/M/L	Management/ Control of Risk	Review/Assess/ Revise
Clerk	Loss of Clerk	M	In the event of the Clerk resigning, the Chairman could cover in the interim. (See business continuity)	Monitor working conditions, provide appropriate training
	Fraud	L	The requirements of the Fidelity Guarantee insurance must be adhered to. Internal procedures in places.	Existing procedures adequate. Review annually.
	Salary paid incorrectly	L	Payroll is outsourced to reputable company.	Existing procedures adequate. Review annually.
Street furniture	Damage to notice boards, bus shelter, play equipment, bins and benches etc.	L	An up-to-date asset register is kept and insurance held at the appropriate level for all items. Regular checks are made and annual inspection is done by ROSPA approved company for the play equipment.	Existing procedures adequate. Update as required.
Public Liability	Risk to third party, property or individuals	L	Adequate insurance is in place. Risk assessment of any events are undertaken, eg: beer festival. Froxfield Social Committee, organisers of the Beer Festival have its own public liability insurance	Existing procedures adequate.
Employer / Employee/ Councillor Liability	Non- compliance with employment law	L	Clerk encouraged to complete regular training to ensure personnel are aware of current legislation. Insurance cover in place.	Existing procedures adequate.
Legal Liability	Legality of activities	L	Clerk to clarify legal position on proposals and seek advice if necessary.	Existing procedures adequate.
	Proper and timely reporting via Minutes	L	Council always receives and approves minutes at meetings. Minutes are circulated as quickly as possible after the meeting and published on the Parish website.	
	Proper document control	L	Retention of document policy in place.	
Information and Data Protection	Non compliance with current standards	L	A dedicated Council laptop has been purchased. Increased security and standards now in place with the use of Dropbox secure electronic storage.	Regular policy review and staff training.

Subject	Risk/s Identified	H/M/L	Management/ Control of Risk	Review/Assess/ Revise
Members Interests	Conflict of interest	L	Councillors have a duty to declare any interest at the start of the meeting or when a conflict becomes apparent and to sign the register.	Existing procedures adequate.
Councillors & staff	Bringing the Council into disrepute.	L	Councillors and Clerk understand and receive training on the Code of Conduct. A professional approach is undertaken on all Parish Council matters.	All Councillors have been provided with the code of conduct documents and are encouraged to attend training.