

HASSALL 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 objective 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.

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 focused 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.

This Document is to be reviewed at least annually.

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 clerk's home. The Clerk's family are aware of the files which belong to Hassall Parish Council. All passwords and codes currently used by the Clerk are to be placed in a sealed envelope to be kept with the Chairman. In the event of the clerk being indisposed the Chairman to contact CHALC for advice.	Review when necessary
Meeting Location	Adequacy Health and Safety	L	Meetings are held at Sandbach Library or St Philip's Church, Hassall Green both of which are considered more than adequate for anyone attending from a health and safety and comfort aspect.	Existing procedure adequate
Council Records - paper	Loss through theft, fire, damage and corruption of computer.	M	Current records are stored at the clerk's house (in boxes and on a book shelf in an office). Important documents such as minutes and accounting statements are	Theft and damage is unlikely and so provision adequate. Important documents for which copies cannot be obtained to

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			uploaded to the Council's website. The clerk is mindful to always ensure her home is secure.	be scanned and uploaded to the website and other back-up storage media.
Council Records - electronic	Loss of data	L	All electronic files are stored on Hassall Parish Council's laptop (held by the Clerk) and in a 'Cloud' storage. In addition, the files are periodically (at least every six months) backed up to an external hard drive. The hard drive is held by the named current chair of the Council and is checked annually to ensure files are retrievable.	Existing procedure adequate.
FINANCE				
Precept	Adequacy of precept	L	The process of preparing and authorising the precept is done in a timely and rigorous fashion. The track record of managing this is strong.	Existing procedure adequate.
Insurance	Adequacy Cost Compliance	L L L	An annual review is undertaken of all insurance arrangements in place.	Existing Procedures adequate.
Banking	Fraud	L	The Council has Financial Regulations which set out the requirements of our banking procedures and there is an internal audit process at least quarterly by another parish councillor. There is an annual internal audit by a Council appointed auditor which is minuted.	Existing procedures adequate
Cash	Loss through theft or dishonesty	L	The Council does not keep a cash reserve.	Existing procedures adequate
Financial controls and records	Inadequate checks	L	See above. Two signatories on all cheques	Existing procedures adequate.
Freedom of Information Act	Policy Provision	L	The council has a model publication scheme for local councils in place.	Existing procedures adequate

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Clerk	Loss of clerk	M	In the event the clerk resigned we would need to advertise the position, as required by law. Adequate training to the new clerk would be provided from money allocated to training in the precept/budget.	Existing procedures adequate
Election Costs	Risk of election cost	M	The Parish Council ensure there are adequate reserves in place for such an event.	Existing procedure adequate.
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 both completed and signed by the Council and Clerk/RFO and also is submitted to the Internal Auditor for completion and signing. The completed document is displayed on the Parish Council website in accordance with Transparency legislation.	Existing procedures adequate
ASSETS				
The Council owns various assets as detailed in the asset register and which are located at various locations within the parish.	Damage to asset. Potential injury to others	M L	An annual review is conducted of assets. The Insurance Policy covers damage to assets and also Public Liability.	Assets register updated and reviewed yearly
LIABILITY				
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council and to be resolved and clearly minuted	Existing procedures adequate
Minutes/Agenda/Statutory Documents	Accuracy and legality Noncompliance with statutory requirements	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	Existing procedures adequate

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			requirements and transparency legislation. Business conducted at Council meetings are managed by chairman.	
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken as required.	Existing procedures adequate
Employer Liability	Injury	L	The insurance in place includes employer liability.	Existing procedures adequate
Legal Liability	Legality of activities	L	The Clerk clarifies the legal position on any proposal and follows up with advice where appropriate.	Existing procedures adequate
COUNCILLORS 'PROPRIETY				
Members' Interests	Conflicts of interest	M	Councillors have a duty to declare any interest at the start of the meeting and this is recorded	Existing procedures adequate
	Register of Members' Interests	L	Register of Members' Interests form to be reviewed at least on an annual basis.	Members to take responsibility to update their register.

The information given above was agreed on the 14th November 2017, at the Council Meeting of Hassall Parish Council.

Minute Reference:

Signed:
Chairman

Dated:

Clerk:

Dated: