

Oxborough Parish Council Risk Assessment

Dear Councillors

The Council is expected to carry out an annual risk assessment of financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

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.

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.

The list is not exhaustive and Council may wish to consider other risks not identified.

The table below shows general risks that the Parish Council could consider:

Subject - Identifies the subject

Risks Identified - Identifies what the risk may be

Risk Score- Identifies the level of risk

Management/ Risk Control - Evaluates the management and control of the risk and records findings

Review Date / Responsibilities - Reviews, assesses and revises procedures if required

This document was approved by the Parish Council at the meeting held on 13 March 2024

Revision Date	Revision Number	Changes
1 June 2014	A	
23 May 2017	B	i. Business Continuity: back-up of files after each meeting (this would be 5 times a year) ii. Council Records electronic - The Parish Council's electronic records are stored on the clerk's computer. Back-ups of the files are taken after each meeting iii. Precept: The precept is an agenda item at the January meeting and the council aims to maintain a modest surplus. iv. Election costs: The operating surplus should be sufficient to meet the costs in the relevant financial year.
5 July 2017	C	i. Assets: War Memorial included
23 January 2019	D	i. Meeting location: word Parish replaced with Village; the key is stored in key safe located by the door.
17 July 2019	E	i. Meetings increased from 5 to 6

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		<ul style="list-style-type: none"> ii. Only 2 Councillors plus the clerk are cheque signatories (although the PC bank TSB permits a maximum of 6) iii. Annual Return -PC meet qualifying criteria and so the Parish Council would certify themselves as exempt from a limited assurance review. The clerk completes the Certificate of Exemption iv. War Memorial - Conservation Maintenance Plan implemented - Rev IR
24 Feb 2021	F	<ul style="list-style-type: none"> i. Banking details changed from building society account to bank account ii. Assets listed updated with grit bin/dog poop bin iii. Meeting location to include video conferencing software (e.g. zoom)
15 Feb 2022	G	<ul style="list-style-type: none"> i. Assets listed updated with additional dog poop bin and Playground equipment/railings/gates ii. Insurance updated with playground equipment/railings/gates iii. Assets updated with playground equipment/railings/gates
15 March 2023	H	<ul style="list-style-type: none"> i. Banking updated to show that four Councillors (changed from two) are signatories
13 March 2024	I	<ul style="list-style-type: none"> i. Banking updated to show that five Councillors (changed from four) are signatories. ii. Updated Financial Regulations (to Rev D) iii. Sum insured for Speed indicator Device increased to £3175 iv. Cheque counterfoils to be initialled by cheque signatories

Risk Assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Organisation name: OXBOROUGH PARISH COUNCIL

Subject	Risk(s) Identified	Risk Score H/M/L	Management/Control of Risk	Review Date / Reassessment
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 makes a backup of files after each meeting (this would be 6 times a year).	Review when necessary
Meeting location	Adequacy Health and Safety Parishioners may not be aware of a virtual meeting	L	Meetings are held in the Village Hall, Oxborough. The key is stored in key safe located by the door. Code known to the Clerk, Chair and Vice Chair. 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. When required, virtual meetings are held via video conferencing software (e.g. zoom). PC meeting advertised on websites and social media so parishioners are informed of meeting. Attendees receive a password to join the meeting. All attendees must show name and face.	Adequate Risk Control In Place Review when necessary
Council Records	Loss through theft, fire, damage	L	Current and archived papers are stored in the office at the clerk's home.	Damage or theft is unlikely and so provision is adequate.
Council Records electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on the clerk's computer. Back-ups of the files are taken after each meeting on an external hard drive, which is kept in the office of the clerk's home.	Adequate Risk Control In Place
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept including quarterly monitoring. The Parish Council receives annual budget update information. The precept is an agenda item at the January meeting and the council aims to maintain a modest surplus.	Existing procedure adequate
Insurance	Adequacy Cost Compliance	L L L	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Current levels are as follows: Office contents £2500 At home of clerk only Business interruption £500 Data reinstatement Public liability £10m Includes official indemnity Employers liability £10m Clerk & all clerical employees Personal accident See summary Clerk & council members only Employee dishonesty £25,000 Clerk & council members only Libel & Slander £250,000 Clerk & council members only Money See limits	Existing procedure adequate. Review provision and compliance annually

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			4 Benches All risks cover £816 Bus shelter All risks cover £1530 Speed Indicator Sign All risks cover £3175 Playground Equipment All risks cover £17670	
Banking	Inadequate checks	L	The Council operates a bank account for which 2 signatures are required for each cheque. Five Councillors plus the clerk are signatories. Accounts are annually reviewed by internal & external audit	Existing procedures adequate Review Financial Regulations as necessary
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. No cash transactions are made by the clerk.	Existing procedures adequate
Financial controls and records	Inadequate checks	L	Annual reconciliation prepared by Clerk which is checked by the Chair and Councillors of the Parish Council. Two signatories on cheques and counterfoil initialled by signatories. Internal and external audit. All payments must be discussed, approved and clearly minuted.	Existing procedures adequate
Freedom of Information Act	Policy provision	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts made under Freedom of Information Act
Clerk	Loss of clerk Fraud Actions undertaken	L L L	A fund could be established to enable training for the Clerks qualification The requirements of Fidelity Guarantee insurance must be adhered to. Clerk could be provided with relevant training, reference books, access to assistance and legal advice	Monitor working Conditions
Election Costs	Risk of election cost	M	Risk is higher in an election year. There are no measures which can be adopted to minimise risk of having a contested election. The operating surplus should be sufficient to meet the costs in the relevant financial year.	Include in financial budget when setting precept
VAT	Re-claiming/charging	L	The Council has financial regulations which set out the requirements. VAT reclaims are undertaken annually.	Existing procedures adequate
Annual Return	Not submitted within time limits	L	Annual return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within time limit, unless the PC meet the qualifying criteria meaning that the PC certify themselves as exempt from a limited assurance review: the clerk completes the Certificate of Exemption which is emailed to the External Auditor	Existing procedures adequate

ASSETS

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Subject	Risk(s) Identified	Risk Score H/M/L	Management/Control of Risk	Review Date / Reassessment
Street furniture and bus shelter	Damage to bus shelter and benches etc.	L	Insurance is held at the appropriate level for all items. Regular checks are made on all benches/grit bin/ dog poop bin/ bus shelter by members of the Parish Council	Existing procedures adequate
SAM2 sign	Damage	L	Insurance is held at the appropriate level. Regular checks made	Existing procedures adequate
War Memorial	Ongoing maintenance	L	Review condition on annual basis and report to WMT Trust Grants Scheme. Conservation Maintenance Plan in place (Rev IR)	Review when necessary
Playground equipment & Railings	Damage, vandalism and normal wear & tear	L	A weekly rota of inspections is in place (shared between councillors and clerk). Adequate insurance in place	Review when necessary
LIABILITY				
Legal Powers	Illegal activity or payments Working Parties taking decisions	L	All activity and payments made within the powers of the Parish Council are to be resolved and clearly minuted. No working parties exist within the Parish Council	Existing procedures adequate
Minutes/ Agendas/ Statutory Documents	Accuracy and legality Non-compliance 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 requirements Business conducted at Council meetings should be 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. Risk assessment of any individual event undertaken.	Existing procedure adequate
Employer Liability	Non-compliance with employment law	L	Seek advice from District Council where necessary	Review when necessary
Legal Liability	Legality of activities Proper and timely reporting via Minutes	M L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves minutes at meetings	Review when necessary
Members Interests	Conflict of interest Register of Members Interests	M L	Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests form to be reviewed at least on an annual basis	Existing procedures adequate Members to take responsibility to update their register