

# Shalford Parish Council

## Risk Management Review



Adopted June 2010

Review date May 2019

**Shalford Parish Council**  
**Risk Management Review**

**Introduction**

The Council is required to undertake an annual review of the risks faced in its operations, and its arrangements for their management if appropriate.

This document is issued as work-in-progress, to give Councillors an opportunity to contribute to the risk review.

The table below needs to be completed in respect of identified risks. Councillors are asked to submit to the Clerk any additional items that they feel it might be appropriate to include. Input should ideally be made using the enclosed proforma page but is acceptable in any form.

The left-hand column names the risk.

The next column identifies the assessed probability of the risk materialising within 10 years –

- Low – very improbable
- Medium – could happen, but not thought likely
- High – a significant chance of occurrence exists

The third column identifies the assessed degree of impact it would have if it did occur – taking no account of the probability of it occurring –

- Minor – the Council would have to respond to the occurrence, but problems arising could be dealt with without major disruption to Council operations
- Medium – significant adverse impact on overall Council operations
- Major – highly disruptive to Council operations.

The final column identifies the mechanisms that are used/to be used to reduce or manage the risk. This may itemise existing or planned mechanisms.

<b>Risk</b>	<b>Probability of Occurrence</b>	<b>Impact of Occurrence</b>	<b>Reduction/Management Mechanisms</b>
Loss of Council's physical records – minutes, income/expenditure book, etc., due to fire	Medium	Medium	Copies of most records naturally exist elsewhere, so could be re-compiled to some degree in an emergency. Not realistic to seek to maintain full duplicate set in another location. Able to re-compile approximate financial records from computer system, bank accounts, etc. Some financial

			loss would occur, but not crippling
Loss of computer records due to fire or theft	Medium	Medium	Regular full back-up taken of system. Computer kept in detached office. Disk back-up kept in main house. Cost of replacement equipment insured.
Loss of Council documents of title, deeds, etc.	Medium	Medium	Documents to be kept in secure, fire-resistant location. Photocopies to be maintained in separate location. Annual check to be made against loss.
Substantial financial loss due to fraud perpetrated by Clerk	Low	High	Council has instituted a range of control mechanisms in line with NALC recommendations, just revised. All drawings from bank accounts require dual signatures. Fidelity insurance is maintained .
Legal Action against Council due to negligence of Councillor or Clerk	Medium	High	Existing system and processes – but consider annual session addressing duties of Councillors as reminder. All new Councillors to go on induction/training session at earliest opportunity
Bus Shelter loss due to fire/damage	Medium	Medium	Council has Insured all the bus shelters
Bench on playing field Bench opposite VH	Low	Medium	Some financial Loss would occur, but not crippling
Notice boards.	Medium	Low	Some financial Loss would occur, but not crippling
Stoneley Park Major Incident	Low	Low	Parish Council to act as liaison
6 Planter around the Parish	Low	Low	Some financial Loss would occur, but not crippling
Defibrillator	Low	Low	Unit is insured