

Woodham Mortimer with Hazleigh Parish Council

Parish Councils Risk Assessment of items associated with Council Business

IDENTIFIED RISKS	ASSESSMENT CATEGORY	MITIGATION CONTROLS
Financial		
Fraudulent loss of Council money	HIGH	Fidelity Guarantee Insurance • Dual signatures required on all cheques and online transactions • 3 Parish Cllrs with online banking access able to monitor at any time
Recording of financial activities	HIGH	3rd party professional audit • Audit Commission annual legal Audit • 3 Parish Cllrs with online banking access able to monitor at any time
Justification of annual Precept	HIGH	Clerks presentation of 6 months actual and forward budget summary • Nov/Dec agenda item identifying requirements & projects
Payments	HIGH	All payments to be proposed, seconded and authorised at a Full Council Meeting prior to signing of cheques
HMRC PAYE requirements	HIGH	Clerk uses HMRC Real Time Information system for calculating and submitting quarterly PAYE payments
Overdrawn bank balance	MEDIUM	Continual monitoring of online accounts/receipt & payments sheets by Clerk • Quaterly comparison of bank statements to receipt & payment sheets by Cllrs at Council Meeting
Unexpexted financial liability	LOW	Contingency reserve monies held in Council Deposit Account included in all yearly provisional budget discussions
Spend outside legal powers	LOW	Clerk knowledge and EALC yearly affiliation for professional advice
Assets/Equipment		
Buildings/furniture	MEDIUM	Parish Council Insurance • Record of assets
Computer equipment	MEDIUM	Parish Council Insurance • Up to date anti-virus/maintenance software
Street lighting apparatus	LOW	Parish Council Insurance I Record of assets
Third party property	LOW	Cllrs covered under Parish Council liability Insurance
Health & Safety in the course of duties		
Councillor site visits/activities	MEDIUM	Cllrs covered under Parish Council liability Insurance • Risk assessments undertaken Accidents/incidents to be reported to Chairman and Clerk • Consideration given to lone working
Threats to Cllrs from the public	MEDIUM	Cllrs covered under Parish Council liability Insurance • Incidents to be reported to Chairman and Clerk, seek further mitigation advice from MDC Monitoring Officer with respect to Cllrs Code of Conduct • Review lone working considerations
Employee environment	LOW	One employee (Clerk) - self assessment
Computer use	MEDIUM	Self assesement by all users - screen and posture checks
Data protection		
Electronic files	HIGH	Scheduled automatic back up to external hard disk • back up media (CD/DVD) copies kept off-site • Up-to-date anti-virus/maintenance software
Historical records	LOW	Paper copies of historic records deposited at Essex Records Office • List of deposited items maintained
Dealing with Press and media	MEDIUM	Review Council Publication Scheme policies

Elector rights of Audit inspection	MEDIUM	Information held at Clerk's home address • Public Notices advise appointment only
Excessive FOI requests	LOW	Cllrs to aid Clerk if situation arises and to advise requesters of backlog
Pension Provision		
Qualifying staff	MEDIUM	Review staff salaries annually
General		
Inquorate meetings	LOW	Cllrs to pre-advise Clerk of non-attendance • rearrangement of montly meeting in exceptional circumstances
Acurate recording of council business in minutes	HIGH	Copies emailed to all cllrs • Previous minutes verified and signed by Chairman at subsequent meetings • Electronic and paper copies filed
Council actions applicable to legal powers	HIGH	Clerk to advise cllrs • Budget for ongoing training allowance • Annual membership to EALC
Libel and Slander	HIGH	Parish Council Insurance protects Councillors and Clerk against a claim made against them with respect to notices, agendas, minutes, correspondence and publications in the course of Council Business
Mass resignation of Cllrs	LOW	District Councillor would replace inquorate PC working with Clerk who would organise elections ASAP
Long term Cllr vacancies	MEDIUM	Acknowledge vacancy profie at all public meetings and publish monthly in Magazine when appropriate
Long term absence/sudden resignation of Clerk	LOW	Nominated Cllr to undertake immediate short term responsibilities • emergency Clerk to be sought from EALC pool of Clerks until new full time position resolved
Employers liability	MEDIUM	Parish Council Insurance
Compliance to employment law	LOW	Single employee • Contract of employment reviewed annualy
Keeping of Register of members' interests	HIGH	Clerk to file paper copies for public requesters • Further copies held by MDC • Cllrs to notify Clerk & Chairman of any changes • Adoption of Code of Conduct minuted
Working parties	MEDIUM	Volunteers covered by Parish Council Insurance • Risk assessment to be conducted by organisor
Elected Councillors for each Parish	LOW	Advise Clerk relevant Parish prior to submission
Planning Applications at meetings	LOW	Advise Clerk Councillor possession
Monitoring of Councils risks	HIGH	Monitor risks continually and resolve at meetings as appropriate

Amended and Adopted by Woodham Mortimer with Hazeleigh Parish Council

08 May 2018 Annual Council Meeting Minute item 73.18

Signed (Chairman)..... *Simon Brady*

Print name.....Simon Brady.....