Notes

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council."

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable West Itchenor Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- ✍ Identify the areas to be reviewed.
- ✍ Identify what the risk may be.
- ✍ Evaluate the management and control of the risk and record all findings.
- ✍ Review, Assess and revise if required.

Subject	Risk(s) Identified	Risk Score H / M/ L	Management / Control of Risk	Review Date / Reassesment
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	M / L	The most current files and records are kept at the Clerk's home. The Clerk makes a monthly back up of files. In the event of the Clerk being indisposed for a period greater than one meeting then the Chairman to contact SALC for assistance.	Regular Reviews in place Consideration to be given to use of Office 365 which allows for cloud storage of computer records.
Meeting Location	Adequacy Health & Safety	L / L	Meetings are held in Itchenor Memorial Hall. One other Parish Councillor holds keys to the hall in the event of the Clerk being unavailable. The premises and facilities are considered adequate from a health & safety and comfort aspect.	Adequate risk control in place.

Precept	Adequacy of precept and/or requirements not submitted to CDC.	M / L	Sound budgeting is underpins the setting of the Precept. Budget update information is presented at each Council meeting. A more detailed update is circulated in December. The Precept is set at the January meeting.	Existing procedures considered adequate.
Council Records (paper)	Loss through theft or fire damage.	L / L M / L	The most current Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books, copies of leases, personnel records, insurance, salaries etc. All records are kept in a filing cabinet (not fireproof). Older more historical records are kept in a filing cabinet at the Itchenor Memorial Hall or have been sent to the West Sussex County Records Office for archiving.	Damage or theft is unlikely so provision deemed adequate.
Council Records (electronic)	Loss through theft or fire or computer corruption	L / L	The electronic records of the Parish Council are stored on the Clerk's laptop. Back ups of the files are made onto a memory stick each month. The laptop has insurance cover.	Adequate risk control in place. Consideration to be given to use of Office 365 which allows for cloud storage of computer records.
Minutes, Agendas & Statutory Documents	Accuracy and legality of business conducted.	L / L	Minutes and Agendas are produced by the Clerk in the prescribed method and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and Agenda are displayed according to the legal requirements. Business conducted at Parish Council meetings is managed by the Chair.	Existing procedures adequate. Regular training for the Clerk is undertaken.

Insurance	Adequacy Cost Fidelity Guarantee	L / L L / L M / L	An annual review is undertaken (before policy renewal) of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedures adequate.
Banking	Inadequate checks Bank mistakes Loss Charges	L / L	The Council has Financial Regulations which set out the requirements for banking, cheques and the reconciliation of accounts. Accounts are reviewed bi-monthly by a nominated Councillor and annually through Internal and External Audit.	Existing procedures adequate. March 2013 Financial Regulations should be reviewed to ensure compliance. Review still to be carried out.
Cash	Loss through theft of dishonesty	L / L	The Council has Financial Regulations which set out the requirements. The Petty Cash float is limited to £30 and this is checked at regular intervals.	Existing procedures adequate.
Financial controls and records	Inadequate records	L / L	The Council has Financial Regulations that set out clearly the requirements for keeping of records.	Financial records checked bi-monthly by nominated Councillor.
Freedom of Information Act	Policy Provision	M / L	The Council has adopted as required the new Model Publication Scheme. The Council should be aware that if a substantial request is made this may require additional hours work for the Clerk. The Council has set a schedule of charges and is able to charge a fee for time where this exceeds 15 hours.	Monitor and report any impacts made under Freedom of Information Act. One request received in 2013.
Election costs	Risk of election cost	L / L	Risk is higher in an election year. The Parish Council has set up provisional budget to be set aside each year until the next election to spread the cost.	Next elections due May 2015. Costs budgeted for and spread over 4 years to lessen impact.

Clerk	Loss of Clerk Fraud Actions undertaken Health & safety	M / L L / L L / L	As good practice the Council should implement a Continuity Plan to ensure it can continue to operate in the event of the loss of the Clerk. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Training budget included in overall budget. Membership of SLCC supported. SALC could provide access to a locum whilst a permanent replacement is sought.
VAT	Re- claiming / charging	L / L	The Council has Financial Regulations which set out the requirements. Reclaims are made annually.	Existing procedures adequate.
Street furniture	Damage to lamp posts, notice boards.	M / L	An asset register is kept up to date and insurance is held at an appropriate level for all items. No formal inspection is undertaken but faults are reported to the Parish Council as and when they occur.	The Parish Council owns 2 street lights and 4 notice boards. Existing procedure adequate.
Legal Powers	Illegal activity or payments	M / L	All activities and payments within the powers of the Parish Council should be resolved and minuted.	Minutes checked under internal audit process.
Public Liability	Risk to third party, property or individuals	M / L	Adequate Insurance is in place. Risk assessment of any individual activity/event is undertaken.	Existing procedure adequate.
Employer Liability	Non compliance with employment law	M / L	Undertake adequate training for Council and seek advice from SLAC where necessary.	Existing procedure adequate
Members Interests	Legality of activities Proper and timely reporting via minutes	M / L	Councillors are reminded on each Agenda of the requirement to declare any interest in matters being discussed. Register of Members Interest forms should be reviewed regularly by Councillors.	Councillors reminded at the Annual Meeting for the need to confirm their Register of Interests is up to date.