

Oxspring Parish Council Risk Assessment

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 risks cannot be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk is something that will affect the ability of the Council to achieve its objectives and meet its duties. Risk management is the process by which these risks are identified, evaluated and controlled. This document will be reviewed annually.

Subject	Risk	Level of Risk	Management/Control of Risk	Actions/Review
Council Records - Paper	Loss through theft, fire or damage.	L	Archive material kept securely in Barnsley town hall. Current working documents, and historical minutes and accounts kept by clerk.	Loss would not affect the council achieving its objectives but would be a historical loss to the community.
Council Records - Electronic	Loss through theft, fire or damage.	M	Electronic documents are backed up onto a separate hard drive monthly by the clerk, and stored securely. Pertinent documents are shared regularly with Cllrs and online to ensure they're accessible and available in more than one place.	Monthly back-up.
Financial planning	Adequacy of precept	M	Annual budget is set ensuring a sufficient precept to allow the council to achieve its objectives. Expenditure is reported monthly and the full budget is set in January, based on past expenditure and the councils objectives.	Review expenditure against precept regularly at PC meetings.
Financial controls	Inadequate banking checks and financial controls Loss through theft Timely collection of income due.	L	The Council has Financial Regulations and a Financial Risk assessment which set out the requirements for budgets, banking, cheques and reconciliation of accounts. This includes all income being paid into the bank, with petty cash being limited to £15/month. Accounts and budgeting are audited internally and externally annually.	Current procedures adequate.
Election Costs	Costs when a full election takes place	M	There is an earmarked fund of £3000 to go towards this, however there are no measures available to minimise the risk of having a contested election.	Current procedures adequate.

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Assets	Loss or damage	L	An asset register is maintained and insurance is held at the appropriate level for all items. Regular checks carried out on all assets.	Current procedures adequate.
Play area equipment	Loss/damage/damage to 3 rd party	M	Weekly checks are carried out on all items of equipment by the Chair, and bi-monthly inspections are carried out by BMBC, with annual inspections by an external specialist. Insurance is held at the appropriate level for the equipment, and public liability insurance is in place.	Ensure insurance is reviewed and kept up to date annually. Follow up any repairs promptly when highlighted at an inspection.
Clerk	Loss of clerk Fraud	M L	Key information and documents regularly shared with all Cllrs and key documents are posted online. Ensure fidelity guarantee insurance adhered to.	Current procedures adequate.
Councillors	Loss of Councillor	L	Legal process to follow when a Councillor vacancy arises. This either leads to a by-election or co-option.	Current procedures adequate.
Member interests	Failing to disclose interests	L	Members are required to disclose interests at the meeting and declare these on the interests form, as per regulations - failure to do so can result in a fine.	Members responsible for updating the register and declaring interests.
Actions undertaken	Ensuring decisions and actions are legal	L	Standing Orders and Financial Regulations govern council processes and are regularly reviewed to account for changes in law. Clerk to check legality of decision if council is unsure.	Maintain SLCC / YLCA membership.
Health and safety	Council activities Liability	L	Meetings held in village hall which is considered adequate, with Chair holding key. Risk assessments to be carried out for any new activities and events, as per the council's Financial Regulations. Public liability insurance is held. Council to ensure any activities undertaken are covered by insurance.	Ensure risk assessments carried out for new activities.

*Risk is assessed based on likelihood and impact.

