Hadnall Parish Council Risk Register - Draft version

Notes

"The greatest risk facing any organisation is not being able to deliver the activity or services expected of the body."

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Council to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all identified parties are made aware of the results of the 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. In conducting this exercise, the following plan was followed:

Identify the risk.

Evaluate the management and control of the risk and record findings.

Review, assess and revise if required.

Risk No	Subject	Raised by	Date Identified	Description/Risk Identified	Probability (H,M ,L)	Impact (H,M,L)	Overall Rating	Counter-measures	Owner	Review Date/Actions
Financial & Management										
1	Business Continuity		14th March 2016	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	1	1	1 - Low	All files and recent records are kept at the Clerk's home. The Clerk makes regular back-ups of files to ??????.	Chair	

2	Precept		14th March 2016	Adequacy of precept Requirements not submitted to SC Amount not received by SC	1	1	1 - Low	The Council reviews the Precept requirement annually at the December meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figures for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from Shropshire Council. This figure is submitted by the Clerk in writing to SC. The Clerk informs Council when the monies are received (approx April time).	Chair	
3	Personal Accident to Parish Councillor, Clerk, employee or voluntry worker.		14th March 2016	Lack of maintenance contributes to accident or injury.	1	1	1 - Low	Risk assessments for activities being caried out. Covered by Parish Council insurance policy.	Chair	

| 4 | Libel and Slander | | 14th March 2016 | Accusation against Council or men | 1 | 1 | 1 - Low | Covered by Parish Council insurance policy. Training for new Councilors. | Char | |
| 5 | Freedom of Information Act | | 14th March 2016 | Policy & Provision | 1 | 1 | 1 - Low | The Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk's time. | Clerk | 14/03/16 Monitor and report any impacts of requests made under the FOI Act. |

| 6 | Salaries and Associated Costs. | | 14th March 2016 | Salary paid incorrectly
Wrong hours paid
Wrong rate paid
False employee
Wrong deductions of NI or Tax
Unpaid Tax & NI contributions to the
Inland Revenue | 1 | 1 | 1 - Low | The Parish Council authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council and applied on 1st April each year. Salary is paid by cheque at each meeting. The Tax and NI contributions due are reported to the Council and signed off quarterly. The Tax and NI is worked out using an Inland Revenue computer programme updated annually. All Tax and NI payments are submitted in the Inland Revenue Annual Return. via Petty Cash.

The Clerk keeps a record of hours worked and has a contract of employment and job description. | Chair | |
| 7 | Election Costs | | 14th March 2016 | Associated Costs with elections | 1 | 1 | 1 - Low | Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from SC for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this | Parish Council | |

8	Minutes/Agendas/ Notices/Statutory documents		14th March 2016		1	1	1 - Low	Minutes and agenda are produced in the prescribed method by the Clerk 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	Chair	
9	Insurance (Public, Legal & Employee Liability) All Assetts		14th March 2016	Adequate Insurance maintained	1	2	2 - Medium	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is	Chair	
Assetts										
10	Parish Notice Boards		14th March 2016	Loss or Damage Risk/damage to third party(ies)/property	1	1	1 - Low	Regular inspection by Clerk who will report any damage.	Clerk	14/03/16 Maintain assett register is kept up to date and
11	Street Lights owned by Parish Council		14th March 2016	Lack of maintenance leads to accident or injury to third party.	1	1	1 - Low	Covered by Parish Council insurance policy. Maintenance and repair contract with Ringway.	Parish Council	
12	Playground & Equiment		14th March 2016	Injury to public	1	1	1 - Low	Annual Rospa inspections.	Parish Council	
13	Village Green/The Ease		14th March 2016	Injury to public	1	1	1 - Low	Regular maintenance/Inspection??????	Parish Council	

14	Village Hall		14th March 2016	Loss of building, fire, flood. Injury to member or members of the public.	1	2	2 - Medium	Insurance, including Public Liability Cover, arranged by Village Hall Committee together with maintenance and repair of the	Parish Council	
15										15
16										16
17										

Risk treatment options or Counter Measures are described below:

1.**Terminate:** Use an alternative approach that does not have the risk. This mode is not always an option. There are programs that deliberately involve high risks in the expectation of high gains. However, this is the most effective risk management technique if it can be applied.

2.**Treat:** Methods used to treat risks can be proactive (i.e. measures that try to contain the risk by reducing the likelihood of it occurring), or reactive (i.e. measures that lessen the impact when they do occur). The treatment chosen is likely to depend on the level and type of risk being considered and could be a combination of both treatment types. Risk treatment requires that a 'risk reduction plan' is developed and then monitored against. A very important aspect of this approach is that the

3.**Transfer:** An attempt to pass the risk to another element. Typically, used in the context of this Service by passing some or all of the risks to a contractor. *(Note! This is a relatively effective method but will come at an additional cost)*

4.**Tolerate:** Simply accepting the risk and proceeding. A word of caution: There appears to be tendencies within organisations to gradually let the assumption of a risk take on the aura of a controlled risk.

5.**Insurance:** Insurance policies are specifically designed to meet the financial consequences experienced by the organisation, should certain risks occur. Insurance is probably the most common of all tools used in Risk Management and is usually used in addition to the risk treatment methods described above. However, insurance cover does require careful monitoring and frequent review to ensure that the Service continues to receive value for money and the correct level of cover.

It is very common for more than one of these treatments to be used in order to ensure the risk is reduced to an acceptable level.