

Stretton Parish Council

Rutland

Stretton Parish Council Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Stretton Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

| Serial | AREA | RISK | Probability H/M/L | Impact | Mitigation | Owner |
|--------|-------------------|---|----------------------|---|---|---|
| 1 | Operations | There is a risk that the PC will fail to comply with statutory legal requirements at meetings | H | Potential challenge invalidating decisions Councillors held accountable for errors | All councillors advised to stick rigidly to process Councillors trained on arrival to use the Good Councillors guide Standing Orders issued to all councillors and regularly reviewed to reflect best practise Experienced and knowledgeable clerk available at all meetings to advise on process/legality Notices of meetings posted on website 4 working days before meeting Checking legality of answers to questions before minutes sign off | Chairman/Clerk All Councillors Chairman Clerk Clerk Chairman/Clerk |
| 2 | Finance (Precept) | There is a risk that the Council precept will be inadequate for its Statutory | M | Council would not be able to meet statutory obligations (eg Clerks wages) | At the annual precept meeting, the Council must receive a budget report, including actual position and projected position to the end of the year and | Clerk |

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| | | duties | | | <p>indicative figures or costings obtained by the Clerk.</p> <p>The Chairman and councillors review the forthcoming year and the likely costs of services to be provided, plus any likely one-off expense.</p> <p>A small contingency (of 20%) is added to the budget</p> | <p>Chairman and Councillors</p> <p>Chairman</p> |
| 3 | Finance (propriety) | There is a risk that the parish council will suffer loss of funds through fraud or dishonesty | L | <p>Loss of funds</p> <p>Reputational loss</p> <p>Unwelcome media interest</p> <p>Resignation/dismissal of staff/councillors</p> | <p>Bank account reconciled quarterly</p> <p>Payments made on presentation of item on agenda, invoice presented at PC meeting. Expenditure proposed, seconded and voted on.</p> <p>Two designated signatories required for every cheque</p> <p>Accounts require internal and/or external audit annually</p> <p>PC informed immediately of any shortfall</p> <p>3 quotes will normally be obtained for every service/ item over £100</p> | <p>Clerk</p> <p>Designated officer</p> <p>Chairman</p> <p>Chairman</p> <p>As specified</p> <p>Internal and external auditor</p> <p>Clerk</p> |
| 4 | Data Protection | There is a risk that the council will not comply with the General Data Protection Regulation (GDPR) 2018 | H | <p>Councillors admonished/face legal action for breaches of data protection</p> <p>Fail Freedom of Information (FOI) requests</p> | <p>Develop and implement a comprehensive plan to comply with GDPR requirements</p> <p>Follow rigorously the LRALC guidance for compliance. Tailor NALC /LRALC advice notes to adopt as policy for the Council.</p> <p>Conduct an initial data audit (by May 2018) and implement processes to capture consent requirements</p> | <p>Led by Cllr Hayns and Clerk</p> <p>All Councillors</p> <p>Clerk + Councillors</p> <p>Chairman</p> |

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| | | | | | Create and own the plan to achieve compliance Ensure PC standing orders are consistent with GDPR regulations Include GDPR awareness training for all councillors | Chairman/Clerk Clerk |
| 5 | Data and records loss | There is a risk that records and data held by the Council will be lost or destroyed in the event of computer failure or fire or flood or accident | H | Legal records of decisions lost. Essential documents, such as contracts, lost or destroyed. Could result in financial loss or legal challenge | Hard copy of all minutes taken and kept permanently. Filing cabinet made available to clerk to store records. Computer records routinely backed up (monthly) via Cloud/memory stick or CD. PDF images of contracts taken and stored electronically. Clerk to make known locations and passwords of all documents. Special attention will be required at handover to a new clerk. | Clerk Clerk/Chairman Clerk Clerk Clerk |
| 6 | Reputation | There is a risk that the Parish Council will be bought into disrepute by members actions | M | Unwelcome media interest Resignation/dismissal of staff/councillors | Code of conduct kept up to date and available to all Register of members interest reviewed annually as a minimum Disclosure of interests agenda item at every meeting | Clerk Clerk Clerk |
| 7 | Assets | There is a risk that council property will be lost, damaged or stolen | M | Interruption of statutory services Replacement cost of asset | Insurance in place Regular checks on assets and good communication from public who will report any problems. Increasing checks as assets age if deemed necessary. | Clerk / Cllrs |

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| 8 | Third parties | There is a risk that third parties could be injured while on activity organised by the PC or on sites owned by PC | M | Claim for compensation from a third party | Conduct a risk assessment ahead of any PC organised activity. Make appropriate safety clothing available for all those working on council organised activity Ensure Public liability insurance in place | Councillor/clerk organising activity Clerk |
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