

Homersfield Parish Council

GENERAL RISK ASSESSMENT

In all types of undertaking risks prevail and risk management is a process by which potential risks are identified, evaluated, and addressed. Typically risk management includes avoidance, prevention, reduction, sharing, and retention; more simply perhaps considered as avoidance, mitigation [transfer], or acceptance.

This Council is required to undertake a risk assessment exercise annually and to have a clear risk management policy. Greater focus is always required in respect of risk management.

Topic	Risk	HML	Management	Priority	Revised
Finance and Management					
Risk Management	All Risks	L	Risk Management Implementation Strategy Policy in place and reviewed annually.	L	Reviewed annually.
Business Continuity	Catastrophic Event	L	This Council considers that the efforts necessary to implement any specific plans for events in this category outweigh the benefits. No specific plans therefore exist.	L	No action
Precept	Adequacy	M	Precept adequate reserves in place. Future precept capping could be problematic.	M	Reviewed annually.
Insurances	Adequacy	L	Insurance policy reviewed and updated (if necessary) annually by Clerk.	L	Reviewed annually.
Financial Records	Adequacy	L	Spreadsheet accounts maintained by Clerk. The budget and accounts are reviewed bi-monthly at meetings by all Councillors. Chair views the bank statements bi-monthly at the meetings. Yearly Internal Audit.	L	No action
Financial Governance	Financial irregularities	L	Yearly internal audit plan in action.	L	No action
Cash & Banking	Error or Loss	L	Two signatures on payments required and internally audited. Reviewed by Chair/Councillors.	L	No action
Reporting & Financial Control	Adequacy	L	Financial reports at every meeting with bank statements.	L	No action
Employee(s)	Loss/ Retention	L	The Council has only one employee (the Clerk/RFO). This is a key role within the Council.	L	SALC offers a locum service if the Clerk is 'out of action'.
Volunteers	Duty of care, Liabilities arising	L	Councillors and Clerk to advise as required.	L	H&S matters addressed.
Health & Safety	Public Liability, Employee Liability, 3rd Party Liability	L	The Council offers a range of service areas provision and maintenance of any play equipment, public space management, and similar.	L	H&S matters addressed re policy and insurance renewals are reviewed annually.
Statutory Documents and Returns.	Non-compliance	M	The Council is dependent on the knowledge of the Clerk.	M	Clerk is CiLCA and Internal Audit trained and attends regular training and networking events to keep knowledge up-to-date and current.
Meeting Papers	Non-compliance	L	Timely and compliant posting of notices. The Chair and Councillors review papers as required.	N	No action required.
Data Protection	Non-compliance	L	Data Protection Privacy Policy adopted.	M	Reviewed yearly and registered with Data Protection.
Website	Inaccurate or out of date information displayed	M	No policy or control mechanisms exist.	M	No action required.
Internal Audit	Non Compliance	H	Rigorous and robust internal audit of all council activities undertaken yearly. Councillors review financial transactions at every full council meeting and review Policies annually.	L	No action required.

Physical Equipment					
Play Area	N/A				
Notice Boards	Loss; damage; and 3rd parties	L	Regular Inspection and maintenance.	M	Regularly inspected by Councillors.
Green spaces	Loss; damage; and 3rd parties	M	Regular Inspection and maintenance.	M	Regularly inspected by Councillors.
Street Furniture	Loss; damage; and 3rd parties	M	Regular Inspection and maintenance.	M	Regularly inspected by Councillors.
Meeting Location(s)	Health & Safety	M	Held in Homersfield Swan as no meeting room available - dispensation agreed.	M	No action required.
Council Records					
Paper records	Loss; damage	M	Currently kept at Clerk's home address, this affords no special protection.	M	Kept at Clerk's home in bookcase and filing cabinet.
Computer records	Loss; damage	M	Currently kept at Clerk's home address, this affords no special protection.	M	Files maintained on 'Cloud' storage and hard-drive backup.

Risk Assessment

Adopted: 1st March 2021

Reviewed: 7th March 2023