

**SICKLINGHALL PARISH COUNCIL
OPERATIONAL RISK ASSESSMENT**

It is the responsibility of the members of the Parish Council to identify risks to which the Parish Council is exposed, to review those risks and to establish systems to mitigate those risks. Major risks, if they occur, would have a severe impact on operational performance, the finances of the Parish Council and on the reputation and trust placed in the Parish Council by the general public. The Parish Council will review its Operational Risk Assessment on an annual basis to ensure compliance with its own policies and procedures and to satisfy itself that it has taken all reasonable steps to mitigate risk.

The requirements of this Risk Assessment include (but is not limited to) the following:

- Identify potential risk
- Evaluate risk for potential impact and likelihood of occurrence
- Identify and implement systems and policies to manage and/or mitigate potential risk
- identify existing systems and policies requiring updates and improvements

The Parish Council has identified the following areas of potential risk:

- Finance
- Operations
- Organisation
- Other

FINANCIAL AND MANAGEMENT

Subject	Risk(s) indentified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	M	The PC does not levies a precept. Its sole source of and also has additional income is entirely made up income from its cemetery.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L	The PC has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial

Subject	Risk(s) indentified	H/M/L	Management/control of Risk	Review/Assess/Revise
		L		regulations when necessary
Bank and banking	Inadequate checks	L	The PC has Financial Regulations which set out banking requirements	Existing procedure adequate
	Banks mistakes	L	Bank reconciliations presented to Meetings at regular intervals	Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Grants	Receipt of grant	L	The PC receives small annual grants in respect of grass cutting.	Procedure would be formed, if required
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval and is minuted and listed accordingly where a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal PC practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate. Include when reviewing Financial regulations.
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
	Health and safety	L	All employees to be provided adequate direction and safety equipment needed to undertake their roles	
VAT	Reclaiming	L	The PC has Financial Regulations which set out the requirements.	Existing procedures adequate
Annual Return	Submit within time limit	L	The Annual Return is completed and submitted within the prescribed time frame by the Clerk. Annual Return completed by the Clerk and signed by the PC, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the PC to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.	Existing procedures adequate
Minutes/agendas/	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and	Existing procedures adequate.

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Notices Statutory Documents	Business conduct	L	adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of Members' Interests forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance	L L L	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Includes adequate fidelity cover.	Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The PC is registered with the Data Protection Agency	Ensure annual renewal of registration
Freedom of Information	Policy Provision	L	The PC has a Model Publication scheme in place. To date there has been no requests under FOI.	Monitor any requests made under FOI

PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third part (ies) property	L L	An annual review of assets is undertaken for insurance provision WHAT ARE THE ASSETS?	Existing procedures adequate
Maintenance	Poor performance of assets	L	All assets owned by the PC are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the PC. Assets are insured.	Existing procedures adequate
Notice Board	Risk of damage	L	The PC currently has one notice board. No formal inspection procedures are in place but any reports of damage are faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L L	The PC meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate

Subject	Risk(s) indentified	H/M/L	Management/control of Risk	Review/Assess/Revise
Council records – paper	Loss through: Theft Fire Damage	L M L	The PC records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records. No special provision is made for these records, i.e., no lockable cabinet. Archived records are stored at the Village Hall.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The PC electronic records are stored on the Council laptop held at the Clerk’s home. Back-up of electronic data is made at regular intervals to the Know-How Cloud.	Existing procedures considered adequate
Top and Bottom Flush ponds	Danger of injury to third party(ies) from proximity to deep water	M	The PC is to --- carry out annual inspection of both Top and Bottom Flush ponds	Existing procedures considered adequate.
Cemetery	Danger of injury to third party(ies) from uneven pathway surface and unsecured headstones	M	The PC to carry out annual inspection of cemetery to include pathways and headstones.	Existing procedures considered adequate.