

FINGRINGHOE PARISH COUNCIL - STRATEGIC RISK ASSESSMENT 2023

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 some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

| SUBJECT | RISK(S) IDENTIFIED | Risk Rating | MANAGEMENT/CONTROL OF RISK | REVIEW/ASSESS/REVISE |
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| <u>MANAGEMENT</u> Business Continuity | Council not being able to continue its business due to an unexpected or tragic circumstance | Low | All paper files and some paper records are kept at the clerk's home in fireproof storage away from the main file store and computer. The clerk makes a weekly back up of files. | Review when necessary Clerk to scan historic papers and send original to Essex Records Office – on going |
| | Council not being able to undertake business without a quorum of 3 councillors | Medium | Councillors send apologies to the clerk in advance of meeting, if unable to attend, and if numbers are low, the clerk contacts remaining councillors to confirm their attendance If a meeting is unable to be held, then councillors to be contacted, and agreement to essential business obtained by email or video conferencing and confirmed at the next meeting. | Existing procedure adequate |

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| Meeting location | Adequacy Health and Safety | Low | Meetings are held in the village hall. The clerk and a parish councillor member holds a key and a duplicate is held by the caretaker and bookings secretary. All the premises and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend from a health and safety and comfort aspect. If the village hall is not available, other community buildings would be considered, such as the school hall. | Existing procedure adequate |
| Council Records | Loss through theft, fire, damage | Low | Papers are held in a cabinet/computer at the clerk's home. | Existing procedure adequate |
| Council Records electronic | Loss through damage, fire, corruption of computer | Low | The Parish Council's electronic records are stored on the parish council's laptop computer held at the clerk's home. Back-ups of the files are taken at weekly intervals on an external hard drive, | Existing procedure adequate |
| FINANCE Precept | Adequacy of precept | Low | Sound budgeting to determine annual precept. The Parish Council receives monthly budget update information and detailed budgets in January when the precept is an agenda item at the January meeting. The parish council holds reserves adequate to meet some unforeseen or uninsured risks. | Existing procedure adequate |
| Insurance | Adequacy of insurance | Low | An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement | Review provision and compliance annually |

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| Banking | Adequacy of controls, risk of loss through dishonesty, fraud | Low | The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. | Existing procedures adequate Review Financial Regulations annually/as necessary |
| Financial controls and records | Adequacy of controls, risk of loss through dishonesty, fraud Risks involved with the use of electronic banking | Low | Monthly reconciliation prepared by Clerk and checked by the Chair of the Parish Council. Two signatories on cheques and on line payments. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Electronic banking taken up after consideration. Unity Bank identified, recommended by EALC, provides service where clerk inputs payments but cannot authorise. Two separate signatories make payments. Codes and passwords confidential. Controls as above maintained. | Existing procedures adequate Procedure reviewed and amended accordingly. |
| <u>ASSETS</u> Street furniture and playground equipment | Damage to play equipment and benches | Medium | An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by members of the Parish Council. Anglian Inspection Services make an annual inspection on the play equipment. Quarterly checks made by CBC and monthly visual check by councillor. | Existing procedures adequate – detailed asset register now maintained. |
| <u>LIABILITY</u> Legal Powers | Illegal activity or payments Working Parties taking decisions | Low | All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. | Existing procedures Adequate. |

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| Legality | Non compliance with statutory requirements | Low | Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting Minutes and agendas are displayed according to legal requirements Business conducted at Council meetings managed by the Chairman | Existing procedures adequate |
| Public Liability | Public Liability Risk to third party, property or individuals | Low | Public liability insurance is in place. Risk assessment of any individual event undertaken. Risk assessment of trees on parish council-controlled land was done by arboriculturist in 2022 and action is being taken. Pond safety sign has been installed. | Existing procedures adequate |
| <u>COUNCILLORS' PROPRIETY</u> Liability | Conflict of interest | Low | Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests form to be reviewed at least on an annual basis | Existing procedures adequate |
| <u>CLERK</u> Liability | Loss of clerk Fraud Actions undertaken | Medium | A temporary/locum clerk should be identified pending advertising for replacement in the event of the clerk resigning or unable to work. The requirements of Fidelity Guarantee insurance must be adhered to. Clerk should be provided with relevant training, reference books, access to assistance and legal advice and cost budgeted. Monitor working conditions. | Review when necessary. Details of the bank of temporary clerks can be obtained from Essex Association of Local Councils. |
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Adopted: 2 May 2023
Next review: May 2024

Minute ref: 061/23

