

BUTLERS MARSTON PARISH COUNCIL RISK ASSESSMENT

This document was considered and approved at the Parish Council meeting held on 18th November 2020.

This document identifies risks, assesses likelihood and impact and includes an action plan for managing risks. Likelihood and impact have been assessed on a Low –Medium – High scale. Clearly those risks that record a High-High or Medium- High score require the most careful monitoring and review.

Category	Risk	Likelihood/Impact	Method used to minimise risk	Person(s) responsible
1. Business continuity	1. Incapacity of Clerk and/or Voluntary Assistant Clerk	Low/High	Designate a person to temporarily act as Clerk in an emergency. All passwords for council files and bank accounts are kept in a sealed envelope held by the Chair.	All members
	2. Resignation of the Clerk	Medium/High	As 1.1.	All members
	3. Loss or theft of records	Medium/High	All old copies of signed Minutes will be submitted for storage at the Warwickshire Records Office when there is insufficient space to store them with the Clerk/Councillors. All minutes from 2015 onwards are held on the Council's website. All records are backed up daily to OneDrive (cloud based storage).	Clerk Clerk
	4. Failure to retain or secure the necessary number of Members for a Council	Medium/High	Advertise for an election immediately a vacancy exists. Co-opt Members where no election held.	Clerk All members
	5. Pandemic/UK Lockdown	Low/High	Use video conferencing facilities to hold meetings electronically. Lobby government via WALC to change legislation to make decisions made at electronic meetings lawful in such circumstances.	All councillors Clerk
2. Financial	1. Inadequate insurance cover taken out –	Medium/High	Review risk assessment by including on agenda of Parish Council meetings at least annually.	Clerk All Members

Category	Risk	Likelihood/Impact	Method used to minimise risk	Person(s) responsible
	<p>property, personal liability, employer's liability</p> <p>2. Theft/loss of money</p>	Low/Medium	<p>Review Asset Register annually before new insurance is taken out to ensure all assets are appropriately insured.</p> <p>Fidelity guarantee in place.</p> <p>All receipts and payments are listed on every agenda and bank balances checked at each meeting.</p> <p>No petty cash to be held and cash receipts to be avoided where possible.</p> <p>All receipts should be banked as soon as possible.</p>	<p>Clerk</p> <p>Clerk</p> <p>Chairman</p> <p>All members.</p> <p>Clerk</p>
3. Legal	<p>1. Inappropriate use of powers</p> <p>2. Breach of General Data Protection regulations (GDPR)</p>	<p>Low/High</p> <p>Medium/Medium</p>	<p>CiLCA qualified Clerk.</p> <p>Membership of Warwickshire CALC (WALC) provides access to current advice if required.</p> <p>Any data not needed for business purposes will be destroyed as per the Records retention Policy.</p> <p>Council adheres to its Privacy Notice, Data Protection Policy and Subject Access request procedure.</p>	<p>Clerk</p> <p>Clerk/All members</p> <p>Clerk/All members</p>
4. Health & Safety	<p>1. Damage/wear and tear to assets resulting in a risk of harm to the public.</p>	Medium/High	<p>Quarterly condition check of assets to be completed and report submitted to the Clerk.</p> <p>Any issues raised to be reported to the council to allow a decision to be made on the appropriate action.</p>	<p>Councillor</p> <p>Clerk</p>