

FRANT PARISH COUNCIL – MANAGEMENT OF RISKS (MAY 2021)

ASSETS

RISK	LIKELIHOOD*	IMPACT	LEVEL OF RISK*	MITIGATION AND CONTROL	FREQUENCY OF REVIEW	BY WHOM
Damage to or theft of assets	L	<ul style="list-style-type: none"> Structure may have become unsafe Cost of repair/replacement Loss of historic/irreplaceable item Temporary loss of amenity Inconvenience 	L	<ul style="list-style-type: none"> Insurance cover Maintain an asset register Review insurance cover Local listing / listing of historic items 	Annually Annually Annually Annually	Clerk Clerk Clerk Clerk/Cllrs
Damage to play equipment	M	<ul style="list-style-type: none"> Potential cause of injury Rapid response required to notify users of fault Loss of the facility/amenity 	H	<ul style="list-style-type: none"> Public liability insurance cover ROSPA inspection Inspection of play equipment Purchase of parts, etc. 	Annually Annually Weekly As needed	Clerk External Nominated Cllrs Clerk
Damage to third party property and individuals	L	<ul style="list-style-type: none"> Potential cause of injury Loss of facility/amenity Cost of repairs 	H	<ul style="list-style-type: none"> Public liability insurance cover Inspection of allotments/playing fields Obtain copy of Frant FC's insurance cover 	Annually Weekly Annually	Clerk Nominated Cllr Clerk
Damage to trees	M	<ul style="list-style-type: none"> Potential cause of injury or death Possible insurance claim Loss of amenity Cost of clear-up 	H	<ul style="list-style-type: none"> Commission regular inspections by qualified tree surgeon to assess condition and safety of trees Take remedial action necessary for safety that is recommended in reports Seek advice about condition of trees after storm/heavy rain events 	Annually As required As required	Clerk/Cllrs Commission external body Clerk

FINANCE & GOVERNANCE

RISK	LIKELIHOOD*	IMPACT	LEVEL OF RISK*	MITIGATION AND CONTROL	FREQUENCY OF REVIEW	BY WHOM
Failure to maintain proper financial records	L	<ul style="list-style-type: none"> • Unable to account for funds • Unable to balance bank accounts • Unable to complete Annual Return 	H	<ul style="list-style-type: none"> • Maintain cash book and balance monthly against statements • Keep records of invoices • Commission internal audit • Review Financial Regulations and Standing Orders 	Monthly Monthly Annually Annually	Clerk Clerk Clerk Clerk/Clrs
Failure to control expenditure and to ensure spend is within legal powers	L	<ul style="list-style-type: none"> • Spending in excess of budget • Unauthorised payments • Non-compliance with legislation 	M	<ul style="list-style-type: none"> • Adequate internal controls • Quarterly review of spend against budget • Payments authorised at meetings • Refer to guidance on spending powers 	Monthly Quarterly Monthly Ongoing	Clerk Clerk Clerk Clerk
Failure to maintain register of members' interest	L	<ul style="list-style-type: none"> • Non-compliance with legislation 	L	<ul style="list-style-type: none"> • Review register • Opportunity at beginning of meeting to declare changes to registers • Complete forms for new/co-opted members 	Annually Monthly As needed	Clerk Clrs Clerk
Failure to meet HMRC regulations	L	<ul style="list-style-type: none"> • Incorrect VAT return • VAT investigation • Incorrect PAYE/Pensions information 	H	<ul style="list-style-type: none"> • Maintain VAT records • Submit VAT returns 	Ongoing Annually	Clerk
Failure to meet requirements of employment law and Inland Revenue	L	<ul style="list-style-type: none"> • Poor working relations • Loss of staff • Tribunal 	H	<ul style="list-style-type: none"> • Regular appraisals and salary reviews • Review of salary and benefits 	Annually Annually	Clrs Clrs

		<ul style="list-style-type: none"> Inland Revenue investigation 		<ul style="list-style-type: none"> Deduct PAYE/NICS at source 		
Failure to prepare a budget	L	<ul style="list-style-type: none"> Receiving a precept that does not reflect need 	H	<ul style="list-style-type: none"> Prepare and agree budget to inform precept 	Annually	Clerk/Cllrs
Theft/fraud by employees or members	L	<ul style="list-style-type: none"> Loss of revenue Loss of face in community Reduced faith in Council Potential investigation 	H	<ul style="list-style-type: none"> Internal controls of finances Internal and external audit Fidelity insurance 	Ongoing Annually Annually	Clerk/Cllrs Clerk Clerk

GENERAL

RISK	LIKELIHOOD*	IMPACT	LEVEL OF RISK*	MITIGATION AND CONTROL	FREQUENCY OF REVIEW	BY WHOM
Loss of deeds and important documents	L	<ul style="list-style-type: none"> Difficult to replace Ownership could be questioned 	H	<ul style="list-style-type: none"> Important documents to be kept secure; considered under workplace risk assessment 	Annually	Clerk/Cllrs
Inadequate record of meetings	L	<ul style="list-style-type: none"> Decisions could be queried Actions might not be achieved 	M	<ul style="list-style-type: none"> Produce and distribute draft minutes within one week of meeting 	Monthly	Clerk
Grass cutting ceased	L	<ul style="list-style-type: none"> Loss of amenity to residents Cost saving for PC 	M	<ul style="list-style-type: none"> Ensure grass cutting contract in place 	Annually	Clerk
Overlooking personal and prejudicial interests	L	<ul style="list-style-type: none"> Adverse comments Possible judicial review 	L	<ul style="list-style-type: none"> Ensure culture of enclosure Give Members opportunity to disclose at the beginning of Full Meetings 	Ongoing Annually	Clerk/Cllrs Clerk
Damage to BYG Village Hall	L	<ul style="list-style-type: none"> Loss of revenue Disruption to hall users 	H	<ul style="list-style-type: none"> Ensure adequate insurance cover Ensure risk assessment undertaken 	Annually Annually	Clerk Nominated Cllr
Lack of a hall committee	L	<ul style="list-style-type: none"> Loss of revenue Disruption to hall users 	H	<ul style="list-style-type: none"> Regular liaison with hall management committee 	Ongoing	Cllrs

		<ul style="list-style-type: none"> Cleaning not done and bookings not taken 		<ul style="list-style-type: none"> Cllr to sit on committee 		
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CLERK'S NORMAL PLACE OF WORK

RISK	LIKELIHOOD*	IMPACT	LEVEL OF RISK*	MITIGATION AND CONTROL	FREQUENCY OF REVIEW	BY WHOM
Unknown people in the home	L	<ul style="list-style-type: none"> Danger to Clerk's personal safety, possessions and office equipment 	H	<ul style="list-style-type: none"> Arrange for second/third person to be present or arrange to meet at a neutral venue 	Ongoing	Clerk
Sickness / injury caused by use of office equipment	L	<ul style="list-style-type: none"> Clerk unable to work Disruption to Council activities 	H	<ul style="list-style-type: none"> Ensure adequate light and ventilation Encourage regular breaks Ensure office equipment is suitably positioned 	Annually	Nominated Cllr
Lone working	L	<ul style="list-style-type: none"> Potential danger to Clerk's safety 	H	<ul style="list-style-type: none"> Ensure someone else (even a family member) knows where Clerk is going (e.g. notices, meetings, etc) Cllr (by rota) to attend meetings half an hour early to ensure Clerk not alone in village halls at night time 	Ongoing Monthly	Clerk/Cllrs

ALLOTMENTS

RISK	LIKELIHOOD*	IMPACT	LEVEL OF RISK*	MITIGATION AND CONTROL	FREQUENCY OF REVIEW	BY WHOM
Lack of Frant Allotment Association	L	<ul style="list-style-type: none"> Potential disruption for users Occupied plots not covered by insurance 	M	<ul style="list-style-type: none"> Regular liaison with FAA Request copy insurance docs from FAA 	Ongoing	Clerk
Harm to individuals on site from wire, wood, glass, metal and garden-type equipment	L	<ul style="list-style-type: none"> Possible insurance claim 	H	<ul style="list-style-type: none"> Ensure adequate insurance cover for Frant PC and FAA Carry out risk assessment in accordance with insurance company requirements and record findings Repair/remove items of potential danger 	Ongoing As required	Clerk Nominated Cllrs Nominated Cllrs
Malicious damage to crops	M	<ul style="list-style-type: none"> Loss of produce Plot holders leaving 	L	<ul style="list-style-type: none"> Review fencing/boundaries/general security 	Ongoing	Frant PC and authorities
Falling in to uncovered water containers	L	<ul style="list-style-type: none"> Injury or death Possible insurance claim 	H	<ul style="list-style-type: none"> Cover water containers Ensure adequate insurance cover 	Ongoing	Frant PC and authorities
Injury from holes in tracks and paths	L	<ul style="list-style-type: none"> Possible insurance claim Plot holder unable to continue working plot 	H L	<ul style="list-style-type: none"> Ensure adequate insurance cover Monitor condition of paths and repair where necessary 	Ongoing	Frant PC and authorities
Lack of water supply	L	<ul style="list-style-type: none"> Disruption to users Increased water bill if due to an unresolved leak 	M	<ul style="list-style-type: none"> Monitor water consumption Check water containers 	Ongoing	Frant PC and authorities

Approved at an Annual Meeting held on 5th May 2021. Date of next review: May 2022

* L = LOW LIKELIHOOD / RISK

M = MEDIUM LIKELIHOOD / RISK

H = HIGH LIKELIHOOD / RISK