

BOXFORD PARISH COUNCIL

General Risk Assessment 2021 / 2022 – Agreed 2nd March 2021

Type of Risk	Likelihood	Risk Description	Measures Taken	Recommendations/Controls
Financial Physical	Low – Medium	Damage to third party property or individuals Risk to third party as a consequence of providing a service	Public Liability Insurance	Annual check on level of cover in place (RFO) Logged system of complaints received and action taken
Physical	Low – Medium	Protection of Council property and equipment	Property Damage Insurance, All Risks Insurance Up to date Asset Register Regular Maintenance of equipment Reports from Councillors Claims for costs pursued whenever possible	Annual check on insurance values (RFO) Asset Register (Year end) Use of reputable insurance provider Remind Councillors to keep a check on seats, litter bins, fencing and bus shelter and to report any problems to Clerk Reports from members of the public Inspections to be carried out by Members during normal duties NB. Playground equipment managed by Village Hall Committee
Financial	Low	Insolvency of insurance company	Use of one of the largest companies providing specialist cover for Councils	Free legal service and advice from National Association of Local Councils and Berkshire Local Councils Association Review of insurance provider, cover and charge annually (January)
Legal	Low	Legal liability as a consequence of asset ownership	Public Liability Insurance	Included in Insurance (RFO)
Financial	Low	Loss of money through theft or dishonesty	Fidelity Guarantee No cash held Insurance cover	Included in Insurance (RFO)
Physical	Low	Personal Accident to Members and Officers Assault to Officers	Personal Accident cover Including Assault cover Libel and Slander cover	Included in Insurance (RFO)
Legal	Medium	Procedures in place for recording and monitoring members' interests, gifts and hospitality received Completion of Code of Conduct	Code of Conduct signed and a Register of Interest completed by each Member of the Council Disclosure of interest register kept listing any interests, gifts and hospitality received Disclosure of interests to appear as	Internal audit check Register of Interest kept by WBC Monitoring Officer with a copy kept by the Clerk Ensure all Members aware of Code and need to complete Registers. New Code of Conduct adopted March 2021 NB – This is the responsibility of individual

BOXFORD PARISH COUNCIL

			an item on the agenda as a prompt to members	Councillors.
Legal	Medium	Keeping proper financial records in accordance with statutory requirements	Regular scrutiny of financial records and approval of pending expenditure Records kept in accordance with Accounts and Audit Regulations	Adoption of financial regulations reviewed every two years at least (updated version adopted March 2021) Annual Internal and External Audit Training when necessary
Financial	Low	Banking Arrangements	Regular bank reconciliations All payments in line with Financial Regulations	Regular monitoring reports at PC meetings Annual Internal and External Audit
Financial	Low	Loss of Income, or the need to provide essential services	Contingency fund	Level agreed as part of annual budget process
Financial Legal	Low	Ensuring all requirements are met under Customs and Excise regulations	Regular returns to HM Customs and Excise	Training in matters of VAT and other taxation issues as available Reading literature to keep up to date
Financial	Low	Ensuring adequacy of annual precept and control	Approval of budget by Council in January each year and regular budget monitoring statements	Budget monitoring report to Council at bi-monthly meeting. Budget to date distributed at October meeting. Proposed budget agreed January.
Financial	Low	Internal audit arrangements adequate	Internal Audit assurance testing	Annual Review of internal controls and documentation in place
Legal	Medium	Ensuring all business activities are within legal powers applicable to local councils	Use of budget to allocate expenditure Councillors and Clerk training	Regular monitoring reports to Council Internal audit
Legal	Medium	Complying with restrictions on borrowing	Borrowing not undertaken	Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils and BALC
Financial	Low	Ensuring proper use of funds granted to local groups under specific powers or under 137	Identification of items paid under Section 137 and reported in the Annual Accounts	Annual External Audit
Professional	Low	Meeting timetables as laid down when responding to consultation invitations, including commenting on planning applications	Consultation documents passed to Chairman within 48 hours of receipt	Action so agreed in Standing Orders
Legal	Low	Breach of Confidentiality	Procedures for dealing with confidential data	Appropriate Standing Order for Members GDPR policy in place

BOXFORD PARISH COUNCIL

Legal	Low	Proper, timely and accurate reporting of Council business in minutes	Minutes maintained in written Minute Book as master copy kept in safekeeping Minutes circulated	Minutes approved and signed at next meeting of Council Internal Audit check
Legal	Low	Failure to respond to electors wishing to exercise their rights of inspection	Signed Minutes placed on Noticeboard for public inspection Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations Freedom of Information Publication Scheme	Agenda consideration prior to each meeting Dates to examine end of year accounts clearly advertised on Noticeboard
Physical	Low	Document control – correspondence, postage, storage and filing, etc	Filing systems Regular review of need to retain documents and other records	Review of filing system and files stored or archived Any deeds or other legal documents to be stored in safe storage (FSP, Reading)
Legal	Low	Changes to legislation and procedures	Provide effective training for Clerk and Councillors	Provide adequate budget for Clerk and Councillor training Standing Orders reviewed every two years – updated BALC version adopted March 2021
Legal	Low	Supplies and Services provided to the Council	Contract for services advertised and awarded in line with Standing Orders and Financial Regulations Ensure Contractors have adequate insurance and public liability cover Ensure Contractors have appropriate Health and Safety policy	Contracts approved by Council Sight of insurance certificate before award of contract Remind contractors re Health and Safety implications

BOXFORD PARISH COUNCIL

Business Continuity			
Boxford Parish Council has recognised the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the Council. This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures.			
Potential Event	Action to Minimise impact	Immediate Action	Continuity
Loss of Clerk due to sudden long-term illness, incapacity, death or resignation	Logins recorded in Boxford Parish Council file. Stored at Clerks home office	Chairman and Vice Chair to be informed. Access granted to Clerks home office	Recruit temporary replacement. Seek and employ permanent Clerk
Loss of Councillors due to multiple resignations (causing Council to be inquorate).	Co-option of Councillors who may be in reserve. Clerk to inform	Clerk to inform Remaining Councillors. Clerk to inform Returning Officer	Returning Officer to advise on temporary working strategy for Council business to be maintained followed by the instigation of a by election or co-option procedure.
Loss of Council documents due to fire, flood or other causes. Council documents are at the Clerk/RFO's home office.	Scan important documents and store on computer. Deeds and historic documents stored in Parish Room. Additional key holder Joy Appleton Document uploaded and shared as appropriate on Google Drive with Councillor access. Regular back-up of computer files held in Clerks office	Clerk to inform Council and insurance company if necessary	Clerk to set up Google Drive and share details. March 2021
Loss of Council electronic data due to fire, fault, breakdown or hacking.	Regular back-up of computer files with copies being held off computer in Clerks home. Document uploaded and shared as appropriate on Google Drive with Councillor access Computer virus protection kept up to date	Clerk to inform Council and insurance company if necessary.	Keep up to date with IT developments and cyber security.