

WEST DEAN PARISH COUNCIL - RISK ASSESSMENT AND RISK MANAGEMENT

RISK ASSESSMENT SCHEDULE

Definition of Risk Assessment

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structure and processes, standards of conduct and service delivery arrangements.

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 focussed 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	Identified Risks	H/M/L	Management/Control of Risk	Review/Assess/Revise
ASSETS				
West Dean Cemetery including cemetery wall and Lychgate.	Third party injury.	M	Annual topple tests and independent inspection every five years. Prompt response if any defects reported in between. Cllrs. Mrs. Slade and Goacher.	Existing procedures adequate. Review when necessary. Wall and Lychgate fully restored 2012.
Wooden Seat in Cemetery	Third party injury.	L	Regular inspection for structure, splinters, trip-points and vandalism. Cllrs. Mrs. Slade and Goacher.	Existing procedures adequate.
St. Andrew's Church Burial Ground (NOT owned by Parish Council but has responsibility for closed churchyard).	Third party injury.	M	Annual topple tests and inspections. Prompt response if any defects reported in between. Cllrs. Mrs. Slade and Goacher.	Existing procedures adequate.
Leases	Expiry. Not paid on time.	L L	Monitored. Invoiced by landowner.	Existing procedures adequate.
Dog bin	Third party injury.	L	Monitored regularly. Emptied weekly by Chichester DC.	Existing procedures adequate Installed by CDC August 2013.
Noticeboards	Third party injury.	L	Regular inspection for structure and splinters – Cllr. Graham (West Dean Stores)	Existing procedures adequate. West Dean noticeboard erected 2009. Chilgrove noticeboard refurbished 2012.
Wooden bus shelters	Third party injury.	L	Regular inspection for structure, splinters, trip-points, cleanliness and vandalism. Cllr. Corbett	Existing procedures adequate. To be refurbished as required.
Laptop computer	Clerk	L	Regular updates and external hard-drive back-ups. Covered by Clerk's insurance and not taken out of Clerk's home. Stored out of sight in locked house.	Existing procedures adequate.
Street lighting columns (11)	Insured under WSCC PFI Contract	M	All aspects of care under WSCC PFI Contract w/f 01/04/2010.	Existing procedures adequate. All columns replaced Spring 2013, those in West Dean Village Conservation Area have Heritage lamps and furniture.

				Power bought through WSCC w/f 01/12/2010 to benefit from cheaper power prices.
Fingerposts	Third party injury	M	Regular inspection for structure and theft.	Existing procedures adequate.
FINANCIAL AND MANAGEMENT				
Business continuity	Council not being able to continue business owing to unexpected circumstances.	L	Loss of Members and being inquorate – legal processes to follow through District Council. Death or illness of Clerk – appoint locum Clerk pending recovery/re-appointment.	Existing procedures adequate.
Meeting location	Adequacy. Health and Safety.	L	Meetings held at West Dean College. No other premises in Parish. No keyholder – sign in with security officer on arrival.	Existing procedures adequate.
Council records (paper)	Loss through theft. Fire, damage.	L	Papers kept in filing cabinet at Clerk’s home.	Existing procedures adequate.
Council records (electronic)	Loss through theft, damage, fire, corruption of computer.	M	Electronic records stored on Council’s laptop. Back-up provided by Office 365 and Cloud	Existing procedures adequate.
Precept	Adequacy.	L	Sound budgeting and monitoring. Parish Council receives full budget statements with all meeting agendas and a detailed draft budget, with extensive notes, each November, when the forthcoming year’s budget is set.	Existing procedures adequate.
Insurance	Adequacy, cost, compliance, fidelity guarantee.	L	Annual review of insurance arrangements at AGM in May. New items insured immediately. Employer’s Liability, Public Liability Legal Liability and Fidelity Guarantee are a statutory requirement. Advice sought where necessary. Risk Assessment for any events sent to Insurers to ensure adequate cover.	Existing procedures adequate. Annual review. New items insured immediately.
Banking	Inadequate checks. Bank crash. Loss of signatories.	L L M	Council’s Financial Regulations, based on national model, set out requirements for banking, cheques, and accounts reconciliation. Replace as soon as possible.	Existing procedures adequate. Revise Financial Regs as necessary and in line with national model and SALC recommendations.
Cash	Loss through theft or dishonesty.	L	No petty cash. Online transactions made by Clerk fully receipted and approved at each meeting.	Existing procedures adequate.
Grants received	Time expired. Not paid in full.	L L	Close project monitoring. Paid in promptly if by cheque.	Existing procedures adequate.
Financial controls and records	Inadequate checks.	L	Bank reconciliation done monthly on receipt of statements. Queries/errors dealt with immediately. Bank reconciliation, year to date statement and payments schedule circulated with each agenda and approved by Council. All invoices checked and initialled before cheques signed. Two signatories on each cheque. Each cheque stub initialled. Annual internal and external audit. Proposals for all financial expenditure included on agenda and approved by resolution, and clearly minuted with cheque numbers. S137 and other grant application appear as separate items	Existing procedures adequate.

			on agenda and approved by resolution prior to payment.	
Best value	Insufficient shopping around. Overspend on services.	L M	Financial regulations. Major contracts by tender. Smaller contracts, three quotes. Reviewed max, every three years.	Existing procedures adequate.
Freedom of Information Act	Policy provision.	L M	Model publication scheme for local councils adopted. Awareness that substantial additional work may be necessary for Clerk to comply with request.	Monitor. Report to Chairman immediately substantial request received. Report to Council.
Data Protection	Policy Provision.	L	Council is registered with the Data Protection Agency.	Existing procedures adequate.
Councillors' allowances	Overpaid.	L	No allowances.	Existing procedures adequate.
Clerk	Loss of Clerk. Fraud. Actions undertaken.	M L L	Cost of training new Clerk to CILCA level. Requirements of Fidelity Guarantee to be adhered to. Clerk to be provided with relevant training, reference books, and access to assistance and legal advice.	Ensure sufficient monies in Precept. Existing procedures adequate. Maintain Clerk's membership of SLCC. Monitor Clerk's pay and conditions.
Salaries	Incorrect salary.	L	Clerk sole employee. Paid in accordance with national scales, calculated by external bureau. Annual review. Tax paid by BACS monthly to HMRC. Payroll managed by Chichester Payroll Services	Existing procedures adequate.
Election Costs	Election costs.	M	In known Parish Council election years, budget in accordance with District Council's estimated cost. No measures to minimise risk of contested election, so a contingency fund should be established to meet costs.	Include in financial statement when setting Precept.
VAT	Reclaiming.	L	Claimed annually. Council's Financial Regulations set out requirements.	Existing procedures adequate.
Annual Governance and Accountability Return	Not submitted on time.	L	Internal audit takes place in April/early May, before May Parish Council meeting, so is approved, signed and despatched well before appointed date.	Existing procedures adequate.
Emergency planning and local winter management plan	Inadequate measures in place.	M	Hard to predict. Designated Members in charge of Emergency Planning – largely driven by higher authorities. Designated Member for LWMP – work closely with County Council.	Existing procedures adequate.
LIABILITY				
Legal powers	Illegal activity or payments. Working parties taking decisions.	L L	All made within the powers of the Parish Council and not ultra vires, resolved and clearly minuted. Ensure working parties have clear terms of reference.	Existing procedures adequate.
Minutes/agendas/statutory documents	Accuracy and Legality. Non-compliance with statutory requirements.	L L	Agendas and minutes produced and displayed in accordance with national guidelines and legislation. Minutes approved and signed at next meeting. Chairman to manage business and conduct at meetings.	Existing procedures adequate.
Public liability	Risk to third party property or individuals.	M	Insurance in place and reviewed annually and more frequently if necessary. Risk assessment and cover checked for individual events.	Existing procedures adequate.
Employer liability	Non-compliance with Employment Law.	L	Undertake adequate training and seek outside advice if necessary.	Existing procedures adequate.
Legal liability	Legality of activities. Proper and timely	M	Clerk to clarify legal position if unsure.	Existing procedures adequate.

	reporting through minutes. Proper document control.	L L	Council to receive and approve minutes at each meeting. Retention of document policy in place.	
Code of Conduct and Members' Interests	Conflict of Interest. Register of Members' Interests.	M L	Councillors have a duty to declare any interests at the start of each meeting. Register of Interests form to be reviewed at least annually. Members to inform Clerk of any changes in between.	Existing procedures adequate. Each Member has a responsibility to keep his/her Register updated.

WEST DEAN PARISH COUNCIL - RISK ASSESSMENT SCHEDULE

ITEM	FREQUENCY	COMMENTS/ACTIONS
Parish Council Insurance including Public and Employer's Liability Money and Fidelity Guarantee Personal Accident	Annually	
Assets Inspection	Annually	
Financial Matters Banking Arrangements Insurance Providers VAT Return completed Budget agreed, monitored and reported Precept requested Payments approval procedure Bank reconciliation overseen by Chairman and Council Clerk's salary reviewed and documented Internal audit External audit Internal check of financial procedures	Annually Annually Annually Every meeting Annually Every meeting Every meeting Annually Annually Annually Annually	
Administration Minutes properly numbered Assets Register updated Financial Regulations reviewed Standing Orders reviewed Computer backups made	Ongoing Ongoing Annually Annually Continual	
Employer's Responsibilities Contract of Employment in place Contractors' indemnity insurance checked Written arrangements with contractors	Annually Ongoing Ongoing	
Members' Responsibilities Code of Conduct adopted Register of Interests completed and kept updated Register of gifts/hospitality Declaration of Interests minuted	Ongoing Ongoing Ongoing Ongoing	

The information given above was reviewed and agreed at the Parish Council meeting held on 8 May 2024 and will be reviewed annually.