

Ashton Hayes Parish Council – Key Risks to be Assessed and Managed – March 2019

RISK	IMPACT	LIKELIHOOD	MITIGATIONS
<ul style="list-style-type: none"> Parishioners not adequately represented 	M	L	<ul style="list-style-type: none"> Surgey session before PC meet PC can be contacted outside meetings via members
<ul style="list-style-type: none"> Parishioners not adequately informed and/or consulted 	H	L	<ul style="list-style-type: none"> PC agenda and minutes on parish website PC meetings open to public Around Ashton Specific surveys as and when required Extraordinary meetings for public arranged by the PC when necessary
<ul style="list-style-type: none"> PC acts outside of its authority 	H	L	<ul style="list-style-type: none"> Clerk advises Parish Councillors of any such risk as matters arise PC meeting Minutes refer to authority acted on
<ul style="list-style-type: none"> Financial risk; lack of control, inappropriate use of monies 	M/H	L	<ul style="list-style-type: none"> Agreed processes in place to control expenditure and income Ensure adequate Fidelity Guarantee and Officers Liability Insurance
<ul style="list-style-type: none"> Budget exceeded 	M	M	<ul style="list-style-type: none"> Produce detailed financial profile based budget from demands for forthcoming year Raise Precept based on priority needs Monitor forecast outturn throughout year Monitor and maintain adequate Reserves
<ul style="list-style-type: none"> Clerk`s approach and commitment to the role gives rise to concern. 	H	L	<ul style="list-style-type: none"> Manage relationship with clerk Establish appropriate communication arrangement between Clerk and Chair Address arising personnel and performance concerns Ensure adequate provision and procedures in place for satisfactory day to day operation Monitor procedures and adherence to them
<ul style="list-style-type: none"> Too few Parish Councillors 	M	H	<ul style="list-style-type: none"> Public Elections Promote role of PC Co-opt PC members
<ul style="list-style-type: none"> Planning applications inappropriately reviewed 	M	L	<ul style="list-style-type: none"> Keep under regular review CWaC planning register for planning applications 2 PC members review applications which after discussion appear to require this Standard template based on NP used to evaluate applications Planning comments reviewed by PC members before agreed to submit to CWaC
<ul style="list-style-type: none"> Health & Safety risks to Councillors, 	H	L	<ul style="list-style-type: none"> Provide H&S policy and responsibilities

Employees and volunteers			<ul style="list-style-type: none"> • Provide appropriate training to employees and members • Carry out risk assessment as and when required and implement appropriate action plan • Ensure adequate Public & Products Liability and Employer Liability Insurance • Keep abreast of new requirements /changes in H/S regulations via CHALC
<ul style="list-style-type: none"> • Assets (e.g. buildings and equipment) not maintained as required 	M	L	<ul style="list-style-type: none"> • Put in place maintenance agreements where appropriate • Regularly review state of assets • Repair assets when not in good condition
<ul style="list-style-type: none"> • Information not managed adequately 	H	M	<ul style="list-style-type: none"> • Ensure information is only kept for justified/declared reasons • Keep Information secure both in terms of access and secured against loss • Access codes/passwords to information and website to be kept secure by sole user, with emergency codes provided by clerk to chairman in a sealed envelope for emergency use only. • Address as appropriate Freedom of Information requests
<ul style="list-style-type: none"> • Issues and concerns raised not effectively dealt with 	M	L	<ul style="list-style-type: none"> • Record issues raised and agree action at PC meeting • Monitor and report back on progress at PC meeting
<ul style="list-style-type: none"> • Parish Councillor conflict or pecuniary interest 	H	L	<ul style="list-style-type: none"> • Declared when appointed to role • Check for these at each and every PC meet
<ul style="list-style-type: none"> • Failure of audit 	M	M	<ul style="list-style-type: none"> • Carry out agreed improvements and resolutions

IMPACTS

- H - Causes significant personal distress, financial implications (e.g. >£5000), breach of PC mandate, breach of legal requirements e.g. GDPR
- M - temporary breakdown of communication, loss of confidence in the PC, financial implications <£5000, Audit significant issues, processes not adequately adhered to
- L - short term less significant implications

LIKELIHOOD

- H - 66-100% likely
- M - 33-66% likely
- L – 1-33% likely

Adopted 11th March 2019

Review Oct 2019

Jane Colville