

Newbold Verdon Parish Council General & Management Risk Assessment Policy

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.

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Councillors	Losing a Councillor or; Having more than 6 vacancies at any one time Councillor Conduct/Responsibility	L L	A legal process is followed when a vacancy arises, which involves recruiting a new Councillor by either a by-election or the co-option process. The by-election is decided by the Borough Council, with the co-option process only taking place should this not happen. Should this be the case, then the co-option process comprises advertising the vacancy, acceptance of applications, consideration of applicants, the co-option vote at the next available council meeting, and the appointment of the candidate. The council becomes in-quate and unable to make decisions should there be more than 6 vacancies at any one time. If this should happen, the legal process of the Borough Council appointing members then takes place. All Council members will endeavour to work as a team and be aware of their responsibilities as to the law and correct procedures whilst in post. They will attend meetings regularly. They are provided with a copy of the Good Councillor Guide and will be familiar with and comply with the following:- Model Code of Conduct Freedom of Information Act Race Discrimination Act Disability Discrimination Act Section 17 Crime and Disorder Act	Existing procedures adequate Procedures of local authority are adequate The Clerk will ensure that Council operates in accordance with the law, adheres to all policies and procedures, and maintains the correct records as required by law.
Business Continuity	Risk of Council not being able to continue its business due to unexpected or tragic circumstance	L	Business Continuity Plan to be created and adopted.	To review annually once completed and adopted.
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	L L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure associated to repairs are actioned and authorised in accordance with the correct procedures of the Parish Council (please refer to the Internal Controls Policy). All assets are reviewed and insured annually, with all public amenity land and assets being inspected regularly.	Existing procedures adequate. Ensure regular inspections are carried out.

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Employees	Loss of key personnel Fraud & Loss of Funds	L L	Refer to Recruitment Policy and refer matter to NCALC. Losses are covered by Fidelity Guarantee in the insurance policy.	Existing procedures adequate LRALC membership
Notice-boards	Risk/damage/injury to third parties.	L	The Parish Council has 5 notice boards sited in the village. Both notice boards are covered by the insurance policy and are regularly inspected, with any repair or maintenance issues brought before council at the next available meeting. Keys are held by the Clerk and Chairman.	Existing procedure adequate. Ensure regular inspections are carried out.
Property	Repair and maintenance issues	M	The Clerk and/or Councillors will complete an annual survey of all council owned property, to ensure that it is all in a good state of repair. Any repair or maintenance issues are brought before council at the next available meeting.	To ensure public safety is maintained. Existing procedure adequate.
Street Furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for many items of street furniture, please refer to the Asset Register for the comprehensive list. The Clerk and/or Councillors complete an annual survey of all street furniture, to ensure that it is in a good state of repair. Any repair or maintenance issues are brought before council at the next available meeting.	Existing procedure adequate.
Meeting Location	Adequacy Health & Safety	L M	Parish Council meetings are held in the main area of the Sports Pavilion at Alans Way. The premises and facilities are considered to be adequate for the needs of Clerk, Council and public who attend.	Existing location adequate.
Council Records/Papers	Loss through: Theft Fire Damage	L M L	The Parish Council records are primarily stored in the Parish Office at the Sports Pavilion, which was a locked filing cabinet (non-fire proof) and secured further by a security keypad on the Parish Office door. Such documents include, historical papers, including land and lease documentation. Some records and files are held at the home of the Clerk in a lockable cupboard. Such records include; current minute books, personnel records, accounts and financial papers, insurance documents, any other papers relating to daily council business and ongoing projects.	Damage (apart from fire) and theft is unlikely, therefore the provisions in place are adequate.
Council Electronic Records	Loss through: Theft, Fire, Damage Corruption of Computer	L M	The Parish Council's electronic records are all held on the Parish Council owned laptop, at the Clerk's home. A weekly back-up is performed of all documents held electronically to ensure the safety of such.	Back-up is performed using two memory sticks, the Cloud and OneDrive. One memory stick is held by the Clerk and the other locked in the Parish Office.

Signed by the Clerk/RFO:



Josie Flavell