

RISK ASSESSMENT for ANTROBUS PARISH COUNCIL (“APC”) - April 2017

Introduction

APC is a small local Council with just over 820 parishioners (635 electors) living in 303 households. Its principal income comprises the precept (currently £10,960 per annum) and is supplemented by occasional grants for specific purposes. From time to time grant monies or similar funds are held by the APC on behalf of other informal Antrobus organisations.

APC’s physical assets are limited and currently comprise a small number of public benches and signs, computer and office equipment, the Jubilee Playground (which is held on a 21 year lease), the play equipment, and a lease on the community allotment. There are no direct employees save the Clerk, and APC does not provide any significant services within the parish. There are few occasions when APC cash is handled either by Councillors (PCs) or the Clerk.

**Areas: Playground Benches Signs Computer Website Clerk Contractors Volunteers Councillors
Insurer Financial Bank Other ACKG Defibrillator**

Area/Item	Risk	Potential Impact <i>How seriously could the occurrence of this risk affect the Council?</i>	Likelihood <i>How likely is it that this risk would occur?</i>	Insurance Held <i>Type of insurance held to cover this risk if any</i>	Third Party Management <i>Where working with or the actions of others may assist in managing this risk</i>	Self-management <i>Action taken by APC itself to manage this risk</i>
Playground	Injury to public	High	Medium	Public Liability	Quarterly inspection and report to APC by qualified external inspector Annual inspection and report to APC by ROSPA	Playground supervised by trained PC Weekly inspection and litter pick by PC (weekly record maintained) Concerns and repairs required and external reports referred to next APC meeting, or to Chair immediately if urgent action required, and action taken as required APC monitors PC inspection sheets at least quarterly Recommended signage in place Regular cleaning.
	Damage to third	Low	Low	Public Liability		See above

	party property					
	Damage to APC property or equipment	Medium	Medium	Loss / Damage	See above	See above Refurbishment undertaken as necessary.
Benches and Bus Shelter	Injury to public	Medium	Low	Public Liability	Any replacement Benches procured via Recommended suppliers of public street furniture	Maintain record of assets PCs appointed to monitor condition and report concerns/repairs to next APC meeting or to Chair if urgent action required, and action taken as required Half yearly inspection undertaken and recorded in APC Minutes
	Damage to third party property	Low	Low	Public Liability		See above
	Damage	Low	Low	Loss/Damage		See above
Road signs	Injury to public	Low	Low	Public Liability	Signs procured via CW&C approved suppliers	See above
	Damage to third party property	Low	Low	Public Liability		See above
	Loss or Damage to APC property	Low	Medium	Loss/Damage		See above
Computer and printer	Injury to Clerk	Medium	Low	Employer Liability		Clerk to observe established guidelines for working with VDU's
	Damage to Clerk's property	Low	Low	Employer and/or Public Liability		Clerk to ensure equipment is properly maintained to minimise fire risk
	Loss or damage to hardware and/or	Medium/ High	Medium	Loss/Damage Cyber insurance where available		Online data storage (OneDrive) is used for 2017 data. Appropriate anti-virus and anti-malware software installed and up-

	software including data					dated automatically by subscription service Two Pendrives purchased May 2017 to back up all data and rotate storage with the chairman as a fire protection.
Website						
	Loss or damage to host or software or master data	Medium	Low	Loss/Damage Cyber insurance where available	Appropriate anti-virus software installed and updated automatically by host.	June 2017 website 'antrobis.info' domain ownership transferred to APC and upgraded site managed by VisionICT.com incl. backup and domain name registration.
Clerk	Injury or disease	High	Low	Employer Liability		Clerk works from own home All meetings held in suitable venues Clerk provided with or able to purchase appropriate office equipment
	Mishandling of APC assets, theft or fraud	High	Low	Fidelity guarantee	Bank mandate for payment of APC cheques	Monthly check of APC accounts, cheque book and bank statements by Chairman, and monthly copies of bank statements provided to all PCs Monthly bank reconciliations Standing orders and bank mandate require two PC signatories for all APC cheques All cheque stubs signed by two PC signatories Cash transactions limited to £100.
	Non - Performance	Medium	Low			Annual Appraisal of Clerk by Chairman and Vice-Chairman Contract of Employment and Job description in place
Contractors	Injury or disease	Medium	Low	Public Liability	Where ever possible contractors to be recommended by CW&C	Appointment to comply with APC Standing Orders All contractors required to provide

					or other public authority or agency	evidence of appropriate insurance cover and a health and safety assessment before commencing work
	Injury to third parties Damage to third party property	Medium	Low	Contractor's own insurance	See above	See above
	Consequential loss caused by poor or non-performance	Low	Low	Contractor's own insurance	See above	Procurement arrangements under APC Standing Orders Review of contractors' performance
Volunteers	Injury or disease	High	Low	Public Liability		Compliance with APC Health and Safety Policy including safety assessment of task/project, provision of appropriate safety equipment or clothing and supervision
	Injury to third parties Damage to third party property	High	Low	Public Liability		See above
Councillors	Injury or disease	High	Low	Public Liability		Compliance with APC Health and Safety Policy including safety assessment of task/project where applicable and supervision All meetings held in suitable venues
	Injury to third parties Damage to third party property	High	Low	Public liability		See above
	Mishandling	High	Low	Loss/Damage		Standing Orders for authorisation of

	of APC assets, theft or fraud			Fidelity Guarantee		all APC expenditure including signing of cheques Internal and external audit
	Corruption	High	Low			Standing Orders for procurement of contractors and suppliers Code of Conduct for PCs and declarations of interest procedures Register of PCs interests and register of gifts and hospitality to be maintained and kept up to date
Insurer/ Insurance Policy	Failure of Insurer Inadequacy of insurance cover	High	Low		Insurance obtained with a reputable Insurer recommended by CHALC or similar Insurance policy to be designed for use by Local Councils	Annual review undertaken of type and level of cover required Replacement costs of major assets reviewed on annual basis Available policies reviewed and selected by reference to APC requirements Claims performance monitored by APC
Financial (not covered under above headings)	Precept does not match budget/ expenditure	High	Medium		Audit - internal and external	Detailed annual budget prepared in December and agreed by APC at January meeting in advance of request of precept Annual budget contains reasonable contingency provisions Quarterly budget monitoring report prepared for Chairman and circulated to all PCs monthly Financial Working Group monitors budget/expenditure quarterly
	Improper use of funds granted to local	Medium	Low			APC requires estimate or quotation for proposed expenditure prior to payment Receipted invoice to be produced

	community bodies or under s 137					Other evidence of expenditure usually required such as visual inspection by a PC Monitoring of grants proposed and made at APC meetings
	Value Added Tax - compliance with statutory requirements	Low	Low			VAT return submitted annually (application for VAT refunds only).
	Expenditure unauthorised by statute	High	Low		Audit - internal and external	Legal power to make payment identified and recorded in Minutes Appropriate external training attended by PCs and Clerk
	Failure to maintain proper financial records	High	Low		Audit - internal and external	Accounts and other financial records reviewed and monitored quarterly by Finance Working Group Financial information provided monthly to Chairman and PCs -see above
Bank	Bank failure or non-performance	High	Low	APC funds covered by Statutory Guarantee (ie under £50k)	Major UK clearing bank selected as bankers Compliance with Bank mandate	Monthly bank reconciliation by Clerk Annual review of bank performance and interest rates applicable
Other Business Risks	Negligent advice given by APC, PCs or Clerk	High	Low	Official's indemnity insurance		Follow correct procedures at APC meetings Individual PCs and Clerk to act as authorised by APC
	Libel/Defamation	High	Low	Official's indemnity insurance		Ensure all PCs aware of Code of Conduct Scrutiny of Minutes and accurate reporting of APC business therein
	Misconduct of	High	Low		Adopted CWAC code of	Ensure all PCs aware of Code of

	PCs				conduct	Conduct Attention of PCs to be drawn to Code of Conduct on annual basis Compliance with APC Complaints procedure where applicable
	Loss of Award Scheme (LCA)	Nil	N/A			Withdrew from scheme in 2016.
	Proper control of APC documents	Medium	Low			Minutes properly numbered and paginated with master copy retained Minutes prepared and circulated monthly and approved at monthly APC meetings Other APC documents and records maintained by Clerk in accordance with APC document handling policy Computer records - see computer and printer. Online email - maintained by Yahoo (web access). Data protection Guidelines followed.
	General performance by APC	High	Low			Monthly APC meetings held except for holiday periods. Planning meetings held in public between full APC meetings where necessary Public meetings and/or opportunities for public consultation arranged on matters of significant local concern or importance Timely response to enquiries by parishioners and members of the public etc Timely response and compliance with timetable for responding to statutory consultations

						Adoption of formal Complaints Policy and procedures Adoption of Freedom of Information Policy
Greener Antrobus Specifically the Antrobus Community Kitchen Garden	Injury to members	Medium	Medium	Public Liability	Ongoing maintenance of site by members on an at least once a week basis and by landowner to reduce risk.	Risk of injury includes: insect/ animal, pond/deep water or mud, barbed wire/general rubbish on site including metal and tiles, old equipment, tools, soil organisms and the adjacent road. Members should supervise children at all times. First aid kit will be held on site or at adjacent farm. People wanting to be involved are expected to be a member of Greener Antrobus and to have signed an agreement to ensure that they are aware of any risks.
Defibrillator	Not working so not able to be used in emergency	High	Low	With CW&C		Monthly checks by Parish Councillor. Packs changed every 2 years.

Revision history

Apr 2017 Amend website section and Local Council Award N/A.

Apr 2016 Damage to hardware amended under section 'Computer'. Cyber insurance added.

New section 'Website' added. Summary list of areas added to front.

Apr 2015 Defibrillator line added. QPC changed to LCA Local Council Award Scheme

Apr 2014 (Greener Antrobus section amended)

Apr 2013

Mar 2012