The risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Weston on the Green Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

1. **Financial and Management**

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| **Category** | **Risk (s) identified** | **H/M/L Rating** | **Management / Control of Risk** | **Review/Assess/Revise** |
| Precept | Adequacy of precept in order for the Council to carry out its Statutory duty | L | To determine the precept amount required, Council receives quarterly budget update information.  At the budgeting meeting Council to receive a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Cherwell District Council. The figure is submitted by the Clerk in writing. | Ensure book keeper process delivers timely, quarterly updates.  Ensure book keeper arrangements enable actuals and projected position to be available for next budgeting cycle. |
| Budget Provision and Reserves | Insufficient available funds | L | A full budget is developed in advance of the precept request. This should include funds placed in reserve for future projects, a contingency fund and three months’ running costs (based on last year’s running cost numbers). |  |
| Financial Records, Inadequate Records | Inadequate checks | L | The Council has Financial Regulations which sets out the requirements.  Existing procedures to be reviewed and signed off annually. | Review of financial regulations approved by full Council in October 2019. |
| Bank and Banking | Inadequate checks  Bank mistakes  Cheque mistakes | M  L  L | Existing procedure ensures 3 councillors are sited on all payments made.  Payments processed are reconciled by external book keeper.  Invoices received are logged and tracked by the Clerk.  Monthly reconciliation of all payments made by Clerk.  Book keeper quarterly reconciliation of full accounts.  Cheques to be written by the Clerk following inspection of the invoices and signed by two Councillors as per agreement at a PC Meeting. Cheque, cheque counterfoil, invoice and schedule to be signed or initialled. | Existing procedure adequate. |
| Reporting and Auditing | Information communication | L | Financial information is a regular agenda item, all invoices listed by item to be discussed and reviewed at each meeting. | Quarterly update on status required as part of book keeper arrangements. |
| Grants | Receipt of grants | L | Parish Council receives the Councillor Priority Fund grant and any other grants the Council apply for. | Clerk to monitor and ensure PC receives all expected grants. |
| Charges | Rents receivable | L | The Parish Council receives no rents. |  |
| Minutes/Agendas/ Notices / Statutory Documents | Accuracy and legality | L | Minutes and agendas are produced in the prescribed manor by the Clerk and adhere to the legal requirements including publishing on the Agenda and Minutes section of the Parish Website.  Minutes are approved and signed at the next council meeting. | Existing procedures adequate. |
| Standing Orders | M | To be reviewed and agreed during each financial year. | Existing procedures adequate. |
| Financial Regulations | M | To be reviewed and agreed during each financial year. | Existing procedures adequate. |
| Business Conduct | L | Agenda displayed according to legal requirements.    Business conducted at Council meetings should be managed by the Chair. | Members adhere to Code of Conduct. |
| Councillors | Losing a Councillor | L | When a vacancy arises there is a legal process to follow which leads to either a by-election or a co-option process. The more usual is a co-option which starts with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting. The Council tries to draw members from around the Parish to make sure each area is represented. | Existing procedures adequate. |
| Losing more than four Councillors to make the Council inquorate | M | If there are more than four vacancies at any one time, the Council becomes inquorate and the District Council will take over the running of the Council (at the Village’s expense). | Procedures of Cherwell District Council are adequate. |
| Members Interests and Code of Conduct | Conflict of interests | L | Declarations of interest by members at all Council meetings. | Existing procedures adequate. |
| Code of Conduct | L | Code of Conduct issued by Cherwell District Council, to be re-adopted before end of Financial Year. | Issue Code of Conduct to all Councillors on election. |
| Register of members’ interests | L | Register of members’ interest forms reviewed regularly. | Members take responsibility to update register. |
| Insurance | Adequacy | L | An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities are a necessity within policies. Ensure compliance measures are in place.  Fidelity checks require putting in place. | Put in place fidelity checks for next financial year. |
| Cost | L | A new insurance policy is to be arranged for 2020-2021. Clerk and finance advisory group to obtain quotes and confirm appropriate policy. |  |
| Compliance | L |  |  |
| Fidelity Guarantee | M |  |  |
| Data Protection | Policy provision | M | PC needs to put in place a Data Protection Policy. | Action required to become compliant. |
| Freedom of Information | Policy | M | Council does not have a current Model Publication Scheme in place. Work required to develop one. | Action required to address this risk. |
| Provision | M | The PC is aware that if a substantial request came in it could create a number of additional hours work. | Action required to address this risk. |
| Document Retention | Policy | L | The PC does not currently have a Document Retention policy, this requires action in due course. | Action required to address this risk. |

1. **Physical equipment / areas**

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| **Category** | **Risk (s) identified** | **HML Rating** | **Management / Control of Risk** | **Review /Assess / Revise** |
| Assets | Loss or damage | L | An annual review of assets is undertaken for insurance provision. | Existing procedures adequate. |
| Maintenance | Poor performance of assets or amenities e.g. playing field mower | L | All assets owned by the Parish Council are regularly reviewed and maintained.  All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council.  Assets are insured. | Existing procedures adequate. |
| Notice Board | Risk of damage | L | The Parish Council currently has one notice board. The Clerk checks the condition when posting notices. | Existing procedures adequate. |
| Street Furniture | Risk of damage | L | The Parish Council is responsible for one 8 benches, 4 dog bins, 5 litter bins and 3 picnic benches. No formalised programme of inspections is carried out, but all reports of damage or faults are reported to the Council and dealt with. | Existing procedure adequate. |
| Stocks Green | Risk of damage | L | The Parish Council is responsible for the open area of land on the Stocks Green, including the stocks.  An annual inspection should be taken on the Stocks. | Inspection of the Stocks to be included as part of the Council’s work days. |
| Playing field and Play Area Equipment | Risk of damage | M | The Parish Council is responsible for the playing field and play area. A monthly inspection is undertaken and reported to the PC meeting. | Existing procedure adequate. |
| Playing Field | Increased use of the playing field for social events results in greater chance of liability for the Parish Council | L | Current insurance policy is sufficient. | Existing procedure adequate. |
| Playing field and Spinney | Risk of injury due to poorly managed trees | M | At present management of the trees, and the risk associated with them, sits with the land owner, Duchy of Cornwall.  Monthly playground inspection includes assessing risks in the general playing field area and spinney. | Existing procedure adequate. |
| Spinney – Picnic Area | Risk of fire or accident due to BBQ use in the picnic area | M | New picnic benches by the stream could potentially encourage use of a BBQ. Residents need to be made aware, via Village News, of location of area in relation to the spinney. | A comment on sensible use of the area to be added in the Village News. |
| Spinney Stream | Risk of injury due to lack of awareness of stream | M | Plan in place to replace fencing so that people knowingly enter the spinney and are therefore mindful of a change in environment. | Action plan in place. |
| Gallosbrook stream, adjacent Bletchingdon Road | Risk of injury to road users due to lack of awareness of stream at edge of road | H | Bollards need to be kept strimmed and cleared so they remain visible. | To be considered as part of grass cutting tender/ volunteer cut schedule. |
| North Lane Pond | Risk to reputation due to slow speed to act when North Lane pond dries up and RSPCA are called in | M | Water levels in the pond need to be regularly checked, especially during the summer months, and any issues reported. | A resident/Councillor on North Lane will be asked to monitor water levels in the pond and report back to the Council. |
| Oak Tree Pond and North Lane Pond | Risk of injury due to pond bank subsidence | M | Undertake monthly review of pond areas to assess risks. | Action plan in place. |
| Meeting Locations | Adequacy | L | The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. | Existing procedures adequate. |
| Health and Safety | M |
| Council Records – Paper | Loss through:  theft  fire  damage | L  M  L | The Parish Council records are stored at the village hall and in the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records.  Damage (apart from fire) and theft is unlikely and so provision is adequate. | Existing procedures considered adequate. |
| Council Records – Electronic | Loss through:  theft  fire  damage | L  L  L | The Parish Council electronic records are stored on the Clerk’s laptop held with the Clerk at her home. The data is constantly backed up to OneDrive in the Cloud and a physical backup is taken regularly.  Antivirus software is also used to prevent  corruption of the computer. | Existing procedures considered adequate. |
| Mobility Scooters in Village | Risk of accident on Church Road/Church Lane as residents use mobility scooters to reach village amenities | M | Current insurance policy covers the Council. When looking at traffic improvement works this can be taken into consideration. |  |
| Village Maintenance | Risk of necessary maintenance works around the village taking too long to action resulting in risk to reputation of the Council | M | The Council requires either a wider team of volunteers to undertake works in the village or a handyman could be employed. | Council will link options for grass cutting with potential handyman work. Works day to be undertaken in the Autumn 2019. |