

CROWLE PARISH COUNCIL

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This Risk Schedule has been prepared by the RFO, taking guidance from

- i) Governance and Accountability for Smaller Authorities in England
- ii) Worcestershire County Association of Local Councils Good Practice Guides – Assessing Risk Priorities
- iii) Clerks' Companion – No 20. Risk Assessment
- iv) CPC Risk Schedule template prepared Jul 2015

First prepared 2017/18. Updated 2019 – trees and 10k and contractor safety e.g. spraying added + other areas checked and minor alterations made.

General measures in place to minimise risk within the Parish include;

- a) Regular meetings of the PC and committees where risks can be raised, reviewed and actioned.
- b) Annual and ongoing inspections of PC facilities and assets by employees or councillors + prompt action in the event of reports of any risk from parishioners.
- c) Insurance
- d) Membership of Worcestershire CALC which allows access to documents and advice on legal matters.
- e) Major documents in place and reviewed annually;
 - Code of Conduct
 - Standing orders-
 - Finance Regulations
 - Delegation Scheme
 - Publication Scheme
 - Policies (H&S etc) – to be done
 - Asset and Liability Register
 - This Risk assessment

	LIKELIHOOD			
I	1	2	3	
M				
P	1	1	2	3
A	2	2	4	6
C	3	3	6	9
T				

Key to numbers system used:

- 1-2 is low
- 3-4 is medium
- 6-9 is high

CROWLE PARISH COUNCIL RISK SCHEDULE FOR YEAR 2019-20

1.IDENTIFICATION OF RISKS		2. ASSESSMENT OF RISK			3. ADDRESSING RISKS	
ITEM/ACTIVITY	RISK TYPE(S)/DETAIL <i>Financial, Harm, IT, Legal, Operational, Probity, Property, Reputation, Security.</i>	Likelihood 1-3	Impact 1-3	Risk Rating Low/Med/High	How and resources	By whom and when
Budget	<i>Financial</i> Exceeding budget area impacts on other areas	1	2	Low	Monitoring of budget vs expenditure. Transfer from other budget areas if required (virement). Precept requested.	F&R group 3-4/12ly
Audit	<i>Reputational, Financial, Legal</i> Incomplete= additional costs Failure to ensure correct Public rights of access	1	2	Low	Training, guidance from CALC and appointment of internal and external auditors.	RFO annually
Funds in bank	<i>Financial, Operational, Legal, IT, Security</i> Insufficient funds /overdrawn/ accounts hacked =inability to pay staff /suppliers	1	3	Med	Regular account checks via internet banking and reconciliations. Compliance with financial regs. Annual internal and external audit Cover from bank for account hacking. Reserves policy. Precept requested.	RFO routinely F&R group 4-6/12ly PC meetings 2/12ly
Large expenditure	<i>Financial</i> Unforeseen = difficulty finding funds to pay invoices.	1	2	Low	Approval needed for all financial commitments/payments over £500. Reserves policy for emergency spending. Sourcing income e.g. grants.	PC meetings 2/12ly
Payments/receipts	<i>Financial, Reputation, Probity</i> Financial loss due to dishonesty/mismanagement	1	2	Low	Financial Regulations include safeguards and checks before and after payments made. Fidelity guarantee (insurance)	RFO F&R group Councillors on bank mandate
Financial records, money, cheque books, bank access details etc	<i>Financial, Security, probity</i> Theft, loss, misuse	1	2	Low	Internet banking available. Account records backed up in the cloud. Items stored securely. Insurance cover for loss of money in transit or at home.	RFO
Insurance	<i>Financial</i> Inadequate cover of assets or liabilities/loans	1	1	Low	Asset and Liability register reviewed and updated annually prior to insurance renewal by F&R group. Re-instatement re-evaluation 2018	F&R group

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ITEM/ACTIVITY	RISK TYPE(S) <i>Financial, Harm, IT, Legal, Operational, Probity, Property, Reputation, Security.</i>	Likelihood 1-3	Impact 1-3	Risk Rating Low/Med/High	By whom, when, how and resources	By whom and when
Playing Field and sheds	<i>Harm, Property, Security</i> Dog fouling, pond, ditches, trip hazards, balls anti-social behaviour/vandalism, tree and hedge overgrowth	2	2	Med	Safety warnings, signage, dog fouling bins, fenced pond, maintenance contract for field, trees and hedges. Adequate safety precautions by contractors e.g for spraying PL Insurance and club insurance. CCTV	PC via FMC and Field Caretaker routinely. RFO – annual insurance
Allotments and land behind field	<i>Harm, Property</i> Equipment, pond & water butts, fences & fixings, overgrowth, trees, sheds & greenhouses.	2	2	Med	Terms and conditions for tenants. Allotment inspection by LMC. PL Insurance	LMC annual inspection
Parish Garden & other small pieces of land	<i>Harm, Property</i> Branches, trees, ditched, rip hazards etc	1	2	Low	LMC inspections. Lengthsman maintenance. PL Insurance	Ongoing viewings – report as necessary from all.
Green Pool (not owned by PC)	<i>Harm, Property</i> Unfenced pond. Surrounding scrub, drain blockage = flood	1	3	Med	As above. New sign erected 5/2019	Annual check by LMC to direct maintenance.
Playground incl. equipment, gates and fences	<i>Harm, Property, Security</i> Trips, falls, hedges (berries), anti-social beh/vandalism	2	3	High	Inspection by qualified specialist. Inspections and maintenance. Notices for adult supervision. PL Insurance	Annual Regular – Field Manager
Sports Courts Bowls/Tennis/ Cricket and fences	<i>Harm, Property, Security</i> Injury, vandalism, deterioration	1	2	Low	Field caretaker +Club inspections and reports. Maintenance. CCTV PL Insurance and club/coach insurance	Ad hoc. As necessary Cricket removed 7/19
Benches and picnic tables. Noticeboards and white gates (Street Furniture)	<i>Harm, Property</i> Wear and tear = unsafe	1	2	Low	Inspection Maintenance and repair/replacement. Insurance if damaged.	Ad hoc As necessary

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Village Hall, Land it is on and car park	Harm, Property, Security (Leased to CPHT)	2	2	Med	No risk to PC unless no longer viable as a stand-alone entity. CPHT insurance	CPHT
PC laptop, RFO printer.	<i>IT, Operational, Property, Security</i> Loss, theft, breakdown, virus	2	2	Med	All data and files backed up. Malware package installed. IT experts to assist in cases of difficulty.	Clerk PC meetings as nec
Data handling	<i>IT, security, legal, reputation</i> Breach of DPA/GDPR or failure to publish reqd info	2	2	Med	Publication Scheme (FOI) + DP policy. Data protection officer not required.	Website manager/ Clerk
Website/Social media activity	<i>IT, security, legal, reputation</i> Breach of DPA/GDPR	1	2	Low	Website managed by expert/clerk. Advice to Cllrs re:social media Regular checks and updates.	Clerk + Appointed Cllrs; on-going
PC and other Meetings	<i>Operational, security, reputation</i> Behaviour at meetings (members and public) Potential abuse/threats	1	1	Low	Code of Conduct in place to advise acceptable standards of behaviour. Guidance as to format of records at meetings from CALC followed. Meetings can be filmed/sound recorded.	Annual review PC
Councillors Code of Conduct and responsibilities	<i>Reputation, Operational, Probity</i> Failure to comply	1	1	Low	Training for new councillors. Updates and review of Code of Conduct.	Annual review PC and after elections
Councillors Registers of interest	<i>Reputation, Probity</i> Failure to declare interests or keep register up to date	1	2	Low	Training and reminders at each meeting. Declaration of Conflicts of Interest. Cllrs on committees only where no Conflict.	PC meetings 2/12ly Chair
Council members – attendance, behaviour and personal privacy.	<i>Operational, reputation, legal, Harm</i> Non-quorate. Libel, slander Non-compliance with the law Dealing with public. Intrusion.	1	3	low	Code of conduct and advice from CALC. Training and advice on legal matters. PC-specific emails for privacy.	On-going

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Elections or By-elections	<i>Operational, financial, legal</i> Insufficient candidates, processes not followed correctly.	1	2	low	Clerk training and CALC support. Procedure of election/co-option for vacant spaces	At election time or during a session. Clerk
Day to day duties of clerk/RFO	<i>Operational, legal</i> Loss of clerk – illness, resignation, dismissal etc Non-compliance with the law	1	2	low	Finances can temp. be run by councillors to minimise impact on suppliers etc. Safety in the home office and on business. Training for clerk and advice from CALC on legal matters and H&S	As needed Clerk/On-going
Day to day duties of Field Manager	<i>Harm, operational, security</i> Accident while carrying out duties, adverse contact with public. Illness/resignation etc	1	2	Low	H&S policy and training, risk assessments/method statements. Cover if needed for long term absence.	PC/Clerk/employee; on-going
Employing staff	<i>Operational, financial, legal</i> Non-compliance with employment legislation, H&S	1	2	Low	Employer’s liability insurance. H&S policy TBD. Employment contracts and guidance from CALC. Contingency fund for annual salary review. Performance review. Cover for staff sickness.	Annual reviews By line-manager Chair/staff committee
Contracts and contractors	<i>Financial, reputation, probity, harm,</i> Non-compliance (PC or contractor). H&S contractors.	1	2	Low	Contractor indemnity insurance. Written contracts. Monitoring of contract T&C and safety requirements during work e.g for spraying	As needed By committee responsible
Volunteers	<i>Harm</i> e.g. maintaining land on behalf of PC	1	3	Low	Correct supervision and education as to H&S. Public liability insurance.	As needed By committee responsible
Western Power equipment on PC land	<i>Harm</i> E.g to those who try to climb poles or to those using equipment near power lines	1	3	Low	Public Liability Insurance Safety leaflets could be published.	As needed by LMC

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Hedges around village hall, playground and field	<i>Harm, Property, Operational</i> Thorns, berries risk to users, overgrowth causing problems to sports surfaces.	3	2	Medium	Hedges cut and maintained by contractors, farmers and neighbours. Pre-school aware of risks to children within the village hall land if thorns or berries. PL insurance.	Pre-school, hall or field users report any problems. PC liaise with neighbours.
Soakaways from Hall Septic Tank	<i>Harm, Property</i> Field damage, ?health risk if Septic Tank not functioning correctly.	2	1	Low	Field users report any issues with soakaways and report to CPHT.	Field Users via FMC
Trees	<i>Harm, Property</i> Falling branches/trees Obstruction to vehicles	1	3	Medium	Inspection every 3 years by qualified tree surgeon and adherence to advice for maintenance. Annual inspection by LMC to report any concerns. Contractors safety requirements when working.	LMC annually
Annual 10k run	<i>Harm, legal, reputation</i> Injuries/harm to runners if road closure not observed carefully by motorists.	1	3	Medium	Safety checks by 10k team and inspectors prior to race. Marshalls on course. St John Ambulance in attendance.	10k team to PC.

Signed _____ (Crowle Parish Council Chairman) Signed _____ (Clerk/RFO) Date _____