

SUTTON-BY-DOVER PARISH COUNCIL - RISK ASSESSMENT – Revised May 2018

CATEGORY	RISK DESCRIPTION	LIKELIHOOD L/M/H	IMPACT L/M/H/VH	MANAGEMENT/CONTROL OF RISK	REVIEW ASSESS OR REVISE
Operational	There is a risk that the Parish Clerk will be absent from the PC either through long term sickness, leave or resignation	L	VH	Councillor to produce agenda and take minutes of meeting. Other responsibilities to be shared until new Parish Clerk can be found	Existing continuity plan adequate, review annually
Operational	There is a risk of losing Councillor membership.	L	L	There is a legal process to follow for council vacancies. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment.	Existing procedures adequate, review annually
Financial	There is a risk the precept received will be inadequate	L	M	The Councillors maps out the required monies for costs and project for the following year, applying specific figures to budget heading, the total of which is resolved to be the precept amount requested from DDC. The Council has a reserve sum of several thousand pounds.	Existing procedures adequate, review annually
	Precept request not submitted to DDC in time.	M	VH	The precept is considered by the PC prior to the submission deadline	Existing procedures adequate, review annually
Financial Records	There is a risk of inadequate financial record keeping or financial irregularities	L	H	The Council has Financial Regulations which set out the requirements. Quarterly bank reconciliations. Receipts signed by chairperson. Payments require signature of two councillors.	Existing procedures adequate, review annually
Insurance	There is a risk of inadequate cover	L	H	Cover reviewed at annual renewal in conjunction with asset list.	Review annually

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Litigation	Potential risk of legal action being taken against the Council	M	H	Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not frivolous claims – these cannot be insured against. Cover also includes libel and slander.	Insurance is adequate, review annually
Assets	Lost or damage, risk/damage to third party property	L	H	Annual review of assets to be undertaken for insurance purposes	Review annually
Legal and Regulatory	There is a risk of accident due to non-maintenance of electrical equipment	L	H	All electrical equipment owned by the PC should be subject to Portable Electrical Appliance Testing (PAT) by qualified tester as required.	Review annually
Legal and Regulatory	There is a risk of accident due to non-maintenance of grounds maintenance equipment	L	H	Currently the PC do not own any grounds maintenance equipment.	Review annually
Legal and Regulatory	There is a risk of accident due to failure of play equipment	L	H	All play equipment is inspected annually by ROSPA and findings actioned.	Existing procedures adequate, review annually
Council Records Electronic	There is a risk of Council records being lost through theft, fire, damage or corruption of computer	L	H	The Parish Council's electronic records are for the most part web-based and there is a periodic back-up onto an encrypted hard-drive which is kept by the Chair of the PC.	Existing procedures adequate, review annually
Council Records Paper	There is a risk of Council paper records being lost through theft/fire or other damage	L	H	Parish records stored at home to the Parish Clerk include minute books <u>other paper records preceding the electronic era.</u> Kept in dedicated filing cabinet with lock. Smoke alarms in house and all reasonable precautions taken to safeguard records. Kent History Archive and Canterbury Cathedral confirmed by phone apr 2017 that they have no PC docs archived.	Existing procedures adequate, review annually

Data Privacy	There is a risk of non-compliance with the GDPR	M	H	Data Protection Officer to be considered. Councillors have deleted all PC related emails more than 3 years old. Clerk is now suppressing personal data on emails/documents forwarded to Councillors. New privacy policies adopted in April 2018. Recommendations of any Data Protection officer to be considered on an ongoing basis. Councillors have been advised to hold documents in an encrypted folder or on an encrypted device with no sharing of passwords.	For consideration every meeting for the time being.
Council Meeting Location	Adequacy and H&S of Parish Council meeting location	L	H	The Parish Council meetings are held at the local church hall. These premises are considered adequate for the Clerk, Councillors and Public form H&S and comfort aspects. Used by other organisations	Existing location adequate, review annually
Allotments	Injury to users	M	M	See 'Litigation' at top of page 2.	Review Annually
Approach to Recreation Ground	Injury to users	L	M	Cut back hedge overhanging footpath so walkers and drivers can pass safely	Review annually
Approach to Recreation Ground	Damage to road	L	M	Monitor state of road and upkeep where necessary (only path beside road belongs to DDC)	Review Annually

NOTE: Regarding the playing field, any event organised at this venue by the Parish Council would need a specific risk assessment to be carried out at that time.