

Thorner Parish Council

Risk Assessment & Management Plan December 2022

1 POLICY

- 1.1 The recognition and management of risk is integral to the Council's stewardship of the Council's assets and resources and the effective and efficient discharge of their duties and responsibilities to the community.
- 1.2 Risk assessment is a continuous process for the Council whereby the Council methodically addresses the risks associated with what they do and the services they provide.
- 1.3 The Council is responsible for the management of risk in accordance with this document.

2 RISK ASSESSMENT

- 2.1 Risks can be identified as any threat or possibility that an action or event will adversely (or beneficially) affect the interests of the Council.
- 2.2 Risk management is not a process of avoiding risk altogether but seeks to identify risk and assess its implications in order to inform decisions.
- 2.3 The level of risk should be judged by the likelihood of it occurring and the effect on the Council should it do so.
- 2.4 Judgement of the level of risk may rely on past experience or a specific assessment of a particular instance, or both. The Full Council will determine whether the risk is acceptable in all the circumstances.
- 2.5 Much of the identified risk is covered by the insurance policy held by the Council.
- 2.6 The appended Risks Assessments form part of this Plan.
- 2.7 The Council will review the Plan as part of their budgetary procedure.

SUBJECT: Meeting Location.

Risks identified;

Adequacy Health & Safety

Management & Control of Risk;

Meetings are held in either the Victory Hall or the Over 60's Bungalow in Thorner.

When permitted by legislation meetings are held remotely.

These premises and facilities are considered to be adequate for the Clerk, Councillors and any Public attending from a Health & Safety comfort aspect.

Opinion;

Adequate risk control in place.

SUBJECT: Council Records

Risks identified;

Loss through theft, fire, damage or corruption of computer.

Management & Control of Risk;

Files and Records are kept at the Sub Station and stored on both the Parish Council's computers. A back up is taken at regular intervals on a separate memory device. Other documents are held in archive and can be duplicated.

Opinion;

Provision adequate for level of risk.

SUBJECT: Best value accountability.

Risks identified;

Work awarded incorrectly and at excessive cost.

Management & Control of Risk;

The council's normal practice is to seek more than one quotation, and in the case of more substantial work, to invite tenders, in accordance with the Council's Financial Regulations.

Opinion;

Existing procedures are adequate.

SUBJECT: Freedom of Information and the UK GDPR

Risks identified;

The Parish Council as the Data Controller, understands and complies with the provisions of the UK GDPR and the Freedom of Information with regard to the provision of information. The UK GDPR applies to personal data, this definition provides for a wide range of identification such as, but not limited to, name, home address, NI Number and e-mail address.

Management & Control of Risk;

The Clerk is able to provide copies of any documents that may reasonably be required.

Opinion;

Existing procedures are adequate.

SUBJECT: Election Costs.

Risks identified;

Risk of the cost of Election.

Management & Control of Risk;

The risk is higher in an Election year (every 4 years) There are no measures which can, or should be adopted to avoid the risk of a contested election. Funds are available to meet any costs.

Opinion;

Ensure funds are available.

SUBJECT: Street Furniture

Risks identified;

Loss or injury to third parties, Damage to equipment

Management & Control of Risk;

Arrangements have been made for all assets to be inspected as appropriate and maintained. Appropriate insurance cover is in force.

Opinion;

Existing procedures are adequate.

SUBJECT: Playground

Risks identified;

Loss or injury to third parties, Damage to equipment

Management & Control of Risk;

The playground is inspected regularly, with an annual inspection undertaken by a specialist organisation. Appropriate insurance cover is in force.

Opinion;

Existing procedures are adequate.

SUBJECT: Flagpole

Risks identified;

Loss or injury to third parties, Damage to equipment

Management & Control of Risk;

The flagpole is inspected regularly, with a bi-annual inspection undertaken by a specialist organisation. Appropriate insurance cover is in force.

Opinion;

Existing procedures are adequate.

SUBJECT: Members interest.

Risks identified;

Disclosure of interests and conflict, provision of training.

Management & Control of Risk;

Agendas remind Councillors that they have a duty to declare any interest before any item is discussed, and that they should regularly review their Register of Interests that all councillors have completed.

Members are encouraged to attend relevant training, the Clerk sends details of training courses.

Opinion;

Existing procedures are adequate.

SUBJECT: Clerk.

Risks identified;

Loss of Clerk - errors or fraud.

Management & Control of Risk;

The financial provision for the Clerk is adequate to fund a replacement and to provide for any necessary training. Fidelity Guarantee Insurance is in place. The Clerk is provided with relevant training, reference books and advice.

Opinion;

Existing procedures are adequate.

SUBJECT: Business Continuity.

Risks identified;

Council being able to continue its business due to unexpected circumstances.

Management & Control of Risk;

In the event the Clerk is indisposed for any reason a replacement Clerk would be appointed, if appropriate on a temporary basis. Such provision can be arranged via the YLCA (Yorkshire Local Councils Association).

Opinion;

Adequate risk control in place.

Adopted; 06 December 2022