|  |  |  |
| --- | --- | --- |
| **Brinton Parish Council Risk Management Scheme** | | |
| The following risk management table identifies as far as possible, the risks facing Brinton Parish Council, assesses those risks, addresses the risks and allows for reviewing annually.  A simple risk assessment matrix is used to calculate likelihood and impact as recommended good practice in Governance & Accountability 2016 published by the Joint Practitioners Group as follows:   |  |  |  |  | | --- | --- | --- | --- | | Highly Likely (3) | Medium (3) | High (6) | High (9) | | Possible (2) | Low(2) | Medium (4) | High (6) | | Unlikely (1) | Low (1) | Low (2) | Medium(3) | |  | Negligible (1) Impact | Moderate (2) Impact | Severe(3) Impact | | | |
| **Service Area** | **Risk** | **Action** |
| Insurance  Insurers: Hiscox  Policy No: 1891378/19556671  Renewal date  22nd June annually | Assets:  Noticeboards x 2  Benches x 4  Village Signs x 2  Laptop computer - HP  *Medium risk* | Insured – all risks including theft.  *Keep insurance cover under review*  *Continue annual safety inspection of council assets* |
|  | Legal Liabilities  Employers Liability  Public Liability  Official’s Indemnity  Employee and Councillors personal accident  and assault  Fidelity  Legal Expenses  *Medium risk* | Insured £10,000,000  Insured £10,000.000  Insured £500,000  Insured £500,000  Insured £100,000  Insured £10,000  Insured £150,000  Insured £100,000  *Keep cover under review* |
| Financial | Irregularities  Loss of computer records including PAYE (HMRC PAYE tools)  Clerk salary paid incorrectly  *Low risk* | The PC has adopted Financial Regulations, reviewed annually. Cashbook, reconciliations, list of payments and budget is presented at every meeting. Internal auditor appointed annually by Parish Council  Clerk backs up regularly.  Parish Council uses HMRC PAYE tools, where income tax, etc. calculated.  Salary payments approved at meetings  *Continue as above* |
| Administration | Loss of computer records, including accounts, correspondence, policies, allotment records, PAYE, minutes, agendas.  Misuse of computer/hacking  Clerk working from home  *Low risk* | Clerk backs up regularly and keeps hard copies  Computer used solely by Clerk for Parish Council business. Password protected. Virus protected.  Clerk has business cover on home insurance. Parish Council insurance as above.  *Continue backing up regularly, keep virus protection up to date* |
|  |  |  |
| Meeting Location | Village Hall – public liability  Modern, well built, disabled access  *Low* | General check before meetings when setting out chairs, etc.  *Considered adequate at present* |
| Data Protection & Freedom of Information | Breach of Acts  *Medium Risk* | Policies held by Council published on website  Clerk is Data Protection Officer  *Onward training for Parish Councillors and Clerk to ensure compliance* |
| Members’ Interests | Criminal Offence  *Low Risk* | Item for Declarations on every Agenda. Dispensation request forms taken to every meeting by Clerk.  *Clerk to continue to remind Councillors of their obligations* |
| Business Continuity | Due to unexpected accident or illness of Clerk  *Medium risk* | Backup USBs kept  *Build up budget to allow for locum clerk* |
| Outside Services | Grass cutting  Safety considerations  *Low risk* | Parish Council public liability insurance in place  Contractor’s public liability insurance in place |
| Prepared by Clerk 26th January 2022 |  | Review: Annually |