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| **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:

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| 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 |

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| **Service Area** | **Risk** | **Action** |
| InsuranceInsurers: HiscoxPolicy No: 1891378/19556671Renewal date22nd June annually | Assets:Noticeboards x 2Benches x 4Village Signs x 2Laptop computer - HP*Medium risk* | Insured – all risks including theft.*Keep insurance cover under review**Continue annual safety inspection of council assets* |
|  | Legal LiabilitiesEmployers LiabilityPublic LiabilityOfficial’s IndemnityEmployee and Councillors personal accident and assaultFidelityLegal Expenses*Medium risk* | Insured £10,000,000Insured £10,000.000Insured £500,000Insured £500,000Insured £100,000Insured £10,000Insured £150,000Insured £100,000*Keep cover under review* |
| Financial | IrregularitiesLoss 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 CouncilClerk 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/hackingClerk working from home*Low risk* | Clerk backs up regularly and keeps hard copiesComputer 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* |
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| Meeting Location | Village Hall – public liabilityModern, 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 websiteClerk 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 placeContractor’s public liability insurance in place |
| Prepared by Clerk 26th January 2022 |  | Review: Annually |