

# MOUNT BURES PARISH COUNCIL

Parish Clerk Kevin B. Money  
 7 Roach Vale, Colchester, Essex. CO4 3YN  
 Tel: 07810781509 email: [mountburespc@gmail.com](mailto:mountburespc@gmail.com)  
 Website: <https://e-voice.org.uk/mountburespc/>



## Mount Bures Parish Council - Risk Assessment – 21<sup>st</sup>. May 2022

The impact of the risk and the likelihood of the risk are both measured on a scale of 0-9, with 0 being low and 9 being high. The two figures are then multiplied to give a score, which is measured on the following scale:

**0-19 Green**  
**20-39 Amber**  
**40-81 Red**

RISK NO.	BRIEF DESCRIPTION	IMPACT	LIKELIHOOD	SCORE	WARNING FLAG
1	Loss of IT systems	7	5	35	Amber
2	Health and safety	7	4	28	Amber
3	Staff sickness	7	2	14	Green
4	Workload fluctuations	4	8	32	Amber
5	Loss of plant and equipment	5	3	15	Green
6	Loss of office equipment	5	3	15	Green
7	Poor performance by contractors	5	3	15	Green
8	Increased staff costs	4	4	16	Green
9	Remote sites and lone workers	7	5	35	Amber
10	Lack of training	5	4	20	Amber
11	Unexpected item of unbudgeted expenditure that seriously depletes the reserves by 50% or more	9	2	18	Green
12	Loss of reputation of the Council for not being able to remedy a perceived problem	7	5	35	Amber
13	Loss of funds or property through theft or dishonesty	9	2	18	Green
14	Ensuring that the activities of the council and individual Councillors are within the legal powers	9	2	18	Green
15	Danger to officers and Councillors from members of the public	9	2	18	Green
16	Training for Clerk to keep updated on changes within the climate	8	2	16	Green
17	Damage to Council property	7	2	14	Green

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## Mount Bures Parish Council - Risk Assessments Action Plan

Risk No	Brief Description	Remedy / Action
1	Loss of IT Systems	<ul style="list-style-type: none"><li>• Insurance cover in place.</li><li>• All equipment is standard issue and can be replaced at short notice.</li><li>• Email system is cloud-based.</li><li>• All data should be backed up on a monthly basis and a copy kept off-site.</li><li>• A Disaster Recovery Plan should be prepared.</li></ul>
2	Health and Safety	<ul style="list-style-type: none"><li>• Training needs must be identified.</li><li>• The Clerk to keep an up-to-date accident book.</li><li>• Personal and public liability Insurance in place for contractors</li></ul>
3	Staff sickness	<ul style="list-style-type: none"><li>• EALC provide contacts for short and long-term Clerk's cover</li><li>• Clerk's absences will be dealt with initially by approaching the EALC to arrange temporary cover.</li><li>• Up to date job procedures should be maintained.</li></ul>
4	Workload Fluctuations	<ul style="list-style-type: none"><li>• The Clerk identifies trends throughout the year.</li></ul>
5	Loss of plant and equipment	<ul style="list-style-type: none"><li>• Insurance cover in place.</li><li>• Equipment kept securely in locked building(s).</li><li>• Contacts maintained with the District Council and Essex County Council in case of need to hire equipment in case of emergency.</li></ul>
6	Loss of office equipment	<ul style="list-style-type: none"><li>• Insurance cover in place.</li><li>• All office equipment is standard and replacements can be purchased locally.</li></ul>

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7	Poor performance by contractors	<ul style="list-style-type: none"><li>• Original contracts/specifications must be worded correctly.</li><li>• Contractor should be monitored during the period that work is being carried out.</li></ul>
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Risk No	Brief Description	Remedy / Action
8	Increased staff costs	<ul style="list-style-type: none"> <li>Contingency budgeting should be in place to ensure sufficient reserves available to cover increases.</li> <li>Council keeps up to date on possible increases via EALC and NALC.</li> </ul>
9	Remote sites and lone workers	<ul style="list-style-type: none"> <li>Lone contract staff should carry first aid kit / mobile phones.</li> <li>Minimum 2 Councillors / Village Hall staff should always lock up together after an evening meeting.</li> <li>Insurance cover in place.</li> </ul>
10	Lack of Training	<ul style="list-style-type: none"> <li>Training needs and opportunities should be identified.</li> <li>An agreed training programme should be in place for staff / Councillors.</li> <li>Investigation into the introduction of staff appraisals to be undertaken.</li> </ul>
11	Unexpected item of unbudgeted expenditure that seriously depletes the reserves by 50% or more	<ul style="list-style-type: none"> <li>Risk Assessment is in place as a preventative mechanism.</li> <li>Careful preparation and consideration of budget</li> <li>Adequate reserves should be maintained.</li> </ul>
12	Loss of reputation of the Council for not being able to remedy a perceived problem	<ul style="list-style-type: none"> <li>Ensure that the public understand situations and the reasoning behind decisions.</li> <li>Communicate what action is being undertaken.</li> <li>Use PR to advertise the above two points.</li> <li>Unreasonable expectations should not be raised.</li> </ul>
13	Loss of funds or property through theft or dishonesty	<ul style="list-style-type: none"> <li>Procedures for handling money are in place.</li> <li>Income and expenditure is monitored on a regular basis by the Clerk and the Council.</li> </ul>

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14	Ensuring that the activities of the council and individual Councillors are within the legal powers	<ul style="list-style-type: none"><li>• Council employs a qualified Clerk undertaking ongoing training.</li><li>• Training in roles and responsibilities should be undertaken by Councillors.</li><li>• Insurance cover in place.</li><li>• Legal advice sought where necessary.</li></ul>
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Risk No	Brief Description	Remedy / Action
15	Danger to officers and Councillors from members of the public	<ul style="list-style-type: none"><li>• Identify training needs to help deal with situations.</li><li>• Insurance cover in place.</li></ul>
16	Training for Clerk to keep updated on changes within the climate	<ul style="list-style-type: none"><li>• Regular training for the clerk and a up to date Job Description is in place.</li></ul>
17	Damage to Council property	<ul style="list-style-type: none"><li>• Insurance cover in place</li></ul>