

Pentlow Parish Council

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Pentlow Parish Council - Risk Assessment – 21st. May 2023

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

Pentlow Parish Council - Risk Assessments Action Plan

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

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

Risk No	Brief Description	Remedy / Action
15	Danger to officers and Councillors from members of the public	<ul style="list-style-type: none"> • Identify training needs to help deal with situations. • Insurance cover in place.
16	Training for Clerk to keep updated on changes within the climate	<ul style="list-style-type: none"> • Regular training for the clerk and a up to date Job Description is in place.
17	Damage to Council property	<ul style="list-style-type: none"> • Insurance cover in place