

## Woodham Mortimer with Hazleigh Parish Council

### Parish Councils Risk Assessment of items associated with Council Business

| IDENTIFIED RISKS                                   | ASSESSMENT CATEGORY | MITIGATION CONTROLS  |
|--|---------------------|--|
| <b>Financial</b>                                   |                     |  |
| <b>Fraudulent loss of Council money</b>            | HIGH                | Fidelity Guarantee Insurance • Dual signatures required on all cheques and online transactions • 3 Parish Cllrs with online banking access able to monitor at any time   |
| <b>Recording of financial activities</b>           | HIGH                | 3rd party professional audit • Audit Commission annual legal Audit • 3 Parish Cllrs with online banking access able to monitor at any time   |
| <b>Justification of annual Precept</b>             | HIGH                | Clerks presentation of 6 months actual and forward budget summary • Nov/Dec agenda item identifying requirements & projects  |
| <b>Payments</b>                                    | HIGH                | All payments to be proposed, seconded and authorised at a Full Council Meeting prior to signing of cheques   |
| <b>HMRC PAYE requirements</b>                      | HIGH                | Clerk uses HMRC Real Time Information system for calculating and submitting quarterly PAYE payments  |
| <b>Overdrawn bank balance</b>                      | MEDIUM              | Continual monitoring of online accounts/receipt & payments sheets by Clerk • Quaterly comparison of bank statements to receipt & payment sheets by Cllrs at Council Meeting  |
| <b>Unexpeted financial liability</b>               | LOW                 | Contingency reserve monies held in Council Deposit Account included in all yearly provisional budget discussions   |
| <b>Spend outside legal powers</b>                  | LOW                 | Clerk knowledge and EALC yearly affiliation for professional advice  |
| <b>Assets/Equipment</b>                            |                     |  |
| <b>Buildings/furniture</b>                         | MEDIUM              | Parish Council Insurance • Record of assets  |
| <b>Computer equipment</b>                          | MEDIUM              | Parish Council Insurance • Up to date anti-virus/maintenance software  |
| <b>Street lighting apparatus</b>                   | LOW                 | Parish Council Insurance • Record of assets  |
| <b>Third party property</b>                        | LOW                 | Cllrs covered under Parish Council liability Insurance   |
| <b>Health &amp; Safety in the course of duties</b> |                     |  |
| <b>Councillor site visits/activities</b>           | MEDIUM              | Cllrs covered under Parish Council liability Insurance • Risk assessments undertaken Accidents/incidents to be reported to Chairman and Clerk • Consideration given to lone working  |
| <b>Threats to Cllrs from the public</b>            | MEDIUM              | Cllrs covered under Parish Council liability Insurance • lncidents to be reported to Chairman and Clerk, seek further mitigation advice from MDC Monitoring Officer with respect to Cllrs Code of Conduct • Review lone working considerations |
| <b>Employee environment</b>                        | LOW                 | One employee (Clerk) - self assessment   |
| <b>Computer use</b>                                | MEDIUM              | Self assesement by all users - screen and posture checks   |
| <b>Data protection</b>                             |                     |  |
| <b>Electronic files</b>                            | HIGH                | Scheduled automatic back up to external hard disk • back up media (CD/DVD) copies kept off-site • Up-to-date anti-virus/maintenance software   |
| <b>Historical records</b>                          | LOW                 | Paper copies of historic records deposited at Essex Records Office • List of deposited items maintained  |
| <b>Dealing with Press and media</b>                | MEDIUM              | Review Council Publication Scheme policies   |
| <b>Elector rights of Audit inspection</b>          | MEDIUM              | Information held at Clerk's home address • Public Notices advise appointment only  |
| <b>Excessive FOI requests</b>                      | LOW                 | Cllrs to aid Clerk if situation arises and to advise requesters of backlog   |

|   |        |   |
|---|--------|---|
| <b>General Data Protection Regulations (GDPR)</b>                   | MEDIUM | Woodham Mortimer and Hazeleigh PC aims to ensure that personal information/data is treated lawfully and correctly as per General Data Protection Regulations 2018. The Council commits to Register with the Information Commissioner's Office each year and will report any breaches of the GDPR as soon as they are aware any have occurred. |
| <b>Pension Provision</b>  |        |   |
| <b>Qualifying staff</b>   | MEDIUM | Review staff salaries annually  |
| <b>General</b>  |        |   |
| <b>Inquire meetings</b>   | LOW    | Cllrs to pre-advise Clerk of non-attendance • rearrangement of monthly meeting in exceptional circumstances   |
| <b>Accurate recording of council business in minutes</b>            | HIGH   | Copies emailed to all cllrs • Previous minutes verified and signed by Chairman at subsequent meetings • Electronic and paper copies filed   |
| <b>Council actions applicable to legal powers</b>                   | HIGH   | Clerk to advise cllrs • Budget for ongoing training allowance • Annual membership to EALC   |
| <b>Libel and Slander</b>  | HIGH   | Parish Council Insurance protects Councillors and Clerk against a claim made against them with respect to notices, agendas, minutes, correspondence and publications in the course of Council Business  |
| <b>Mass resignation of Cllrs</b>                                    | LOW    | District Councillor would replace inquire PC working with Clerk who would organise elections ASAP   |
| <b>Long term Cllr vacancies</b>                                     | MEDIUM | Acknowledge vacancy profile at all public meetings and publish monthly in Magazine when appropriate   |
| <b>Long term absence/sudden resignation of Clerk</b>                | LOW    | Nominated Cllr to undertake immediate short term responsibilities • emergency Clerk to be sought from EALC pool of Clerks until new full time position resolved   |
| <b>Employers liability</b>  | MEDIUM | Parish Council Insurance  |
| <b>Compliance to employment law</b>                                 | LOW    | Single employee • Contract of employment reviewed annually  |
| <b>Keeping of Register of members' interests</b>                    | HIGH   | Clerk to file paper copies for public requesters • Further copies held by MDC • Cllrs to notify Clerk & Chairman of any changes • Adoption of Code of Conduct minuted   |
| <b>Working parties</b>  | MEDIUM | Volunteers covered by Parish Council Insurance • Risk assessment to be conducted by organiser   |
| <b>Elected Councillors for each Parish</b>                          | LOW    | Advise Clerk relevant Parish prior to submission  |
| <b>Minutes publication</b>  | LOW    | Chairman to check and confirm at each meeting correct minutes are available on the Council's website  |
| <b>Monitoring of Council risks</b>                                  | HIGH   | Monitor risks continually and resolve at meetings as appropriate  |
| <b>Coronavirus (or other diseases affecting social interaction)</b> |        |   |
| <b>Social distancing</b>  | MEDIUM | Suspension of Village Hall meetings - introduction of online virtual meetings until Government rules change   |
| <b>Dissemination of correspondence</b>                              | LOW    | Suspend circulation of paper correspondence - disseminate all information electronically where possible   |
| <b>Adoption/Approval requirements</b>                               | LOW    | Clerk delegated by resolution to sign on behalf of Chairman at relevant Council Meeting   |
| <b>Face to Face meetings</b>  |        |   |
| <b>Venue</b>  | LOW    | Assess venue conditions and adhere to government guidance   |
| <b>Social distancing</b>  | MEDIUM | Distance attendees according to venue capacity, restrict attendees where necessary  |
| <b>Risk of contracting Covid-19</b>                                 | LOW    | Advise attendees to wear PPE where necessary  |

**Approved and adopted by Woodham Mortimer with Hazeleigh Parish Council**  
at the Ordinary Council Meeting on 14 May 2024 minute item 52.24

Signed..... *Simon Brady* .....(Chairman to the Council)