

Woodham Mortimer with Hazeligh Parish Council

Parish Councils Risk Assessment of items associated with Council Business

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

General Data Protection Regulations (GDPR)	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.
Pension Provision		
Qualifying staff	MEDIUM	Review staff salaries annually
General		
Inquorate meetings	LOW	Cllrs to pre-advise Clerk of non-attendance • rearrangement of monthly meeting in exceptional circumstances
Accurate recording of council business in minutes	HIGH	Copies emailed to all Cllrs • Previous minutes verified and signed by Chairman at subsequent meetings • Electronic and paper copies filed
Council actions applicable to legal powers	HIGH	Clerk to advise Cllrs • Budget for ongoing training allowance • Annual membership to EALC
Libel and Slander	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
Mass resignation of Cllrs	LOW	District Councillor would replace inquorate PC working with Clerk who would organise elections ASAP
Long term Cllr vacancies	MEDIUM	Acknowledge vacancy profile at all public meetings and publish monthly in Magazine when appropriate
Long term absence/sudden resignation of Clerk	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
Employers liability	MEDIUM	Parish Council Insurance
Compliance to employment law	LOW	Single employee • Contract of employment reviewed annually
Keeping of Register of members' interests	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
Working parties	MEDIUM	Volunteers covered by Parish Council Insurance • Risk assessment to be conducted by organiser
Elected Councillors for each Parish	LOW	Advise Clerk relevant Parish prior to submission
Minutes publication	LOW	Chairman to check and confirm at each meeting correct minutes are available on the Council's website
Monitoring of Council risks	HIGH	Monitor risks continually and resolve at meetings as appropriate
Coronavirus (or other diseases affecting social interaction)		
Social distancing	MEDIUM	Suspension of Village Hall meetings - introduction of online virtual meetings until Government rules change
Dissemination of correspondence	LOW	Suspend circulation of paper correspondence - disseminate all information electronically where possible
Adoption/Approval requirements	LOW	Clerk delegated by resolution to sign on behalf of Chairman at relevant Council Meeting
Face to Face meetings		
Venue	LOW	Assess venue conditions and adhere to government guidance
Social distancing	MEDIUM	Distance attendees according to venue capacity, restrict attendees where necessary
Risk of contracting Covid-19	LOW	Advise attendees to wear PPE where necessary

Approved and adopted by Woodham Mortimer with Hazeleigh Parish Council
at the Ordinary Council Meeting on 13 May 2025 minute item 63.24

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