

TATENHILL & RANGEMORE PARISH COUNCIL: BUSINESS RISK ASSESSMENT 2022-23

No.	Item	Risk Rating Likelihood x Severity	Details	Action	Lead
1	Assets				
	Insurance Cover for the Council	1 x 3 = 3	Buildings/land/assets as per asset register	Clerk to ensure that assets are insured to adequate cover with selected insurer. Full asset list is supplied to the insurer.	Clerk/council
	Office Security	2 x 3 = 6	Sensitive computer data is password protected Files backed up on a regular basis Back up removed to remote site	Back up hard drive	Clerk
	Regular Maintenance/ Inspections	1 x 2 = 2	Annual Business Risk Assessments completed annually	Operational inspection carried out on trim trail. Annual inspection carried out. Visual inspections are carried out by clerk for notice boards, signage, fencing etc	Clerk
	Asset Register	2 x 2 = 2	Maintenance and Accuracy	Updated annually	Clerk/chairman
2	Finance				
	Cash Loss	1 x 1 = 1	No cash is processed		Clerk
	Handling VAT	1 x 3 = 3	Make accurate and regular reclaims	Claimed annually, or in event of large purchases, will be claimed periodically	Clerk
	Budgeting (precepts)	1 x 2 = 2	Accurate accounts to control budgets	Scribe system introduced. Councillors given opportunity to have access to read only documents.	clerk
	Grant applications	1 x 2 = 2 2 x 1 = 2	Procedure established July 2009. Some confusion over legal power to fund churches/open churchyards	Advice from National Association of Local Councillors and Department for Communities and Local Government was considered before awards of funding is given.	Full council

	Conforming to legislation	1 x 3 = 3	Lack of commitment to regulations/procedures Items purchased without proper tendering procedures Payments made without approval/control Ultra Vires actions taken by Council With larger projects, need to ensure Council has power	Council understands the transparency code	Full council
	Banking Arrangements	2 x 2 = 4	Control of signatories	Sufficient signatories. Reviewed annually.	Full council
	Gifts	1 x 1 = 1	Maintain register and review regularly	Yes	clerk
	Salary Payments	2 x 2 = 4	Paid in accordance with Council regulations, contracts of employment	Payroll outsourced	clerk
	Procedures	1 x 3 = 3	Accounts programme on separate computer which is not to be linked to the Internet Account monitoring undertaken by: Internal/External Audit	Scribe introduced Internally auditor given access	clerk
3 Public Liability					
	Bus Shelters	1 x 2 = 2	Adequate insurance/visual inspection Routine Maintenance Cleanliness Vandalism	Insured & Routine inspection by clerk	Council
	Other Areas	2 x 2 = 4	Annual Inspection/Maintenance Council has public liability insurance cover	Periodic inspections & maintenance are completed for assets:- Notice Boards, Land at Brookside, Princes wood & Tatenhill Crossroads green space, trim trail	Council
4 Legal					
	Meetings	1 x 1 = 1	Conducted legitimately	No actions	Clerk/council
	Minutes	1 x 2 = 2	Signed and retained appropriately	No actions	Clerk/council
	Agendas	1 x 2 = 2	Sent out in time and giving sufficient detail of the business to be transacted	No actions	Clerk/council
	Summons to Meetings	1 x 2 = 2	Councillor's awareness of responsibilities	No actions	Clerk/council

	Training	2 x 2 = 4	Continual Professional Development for both Officers and Councillors	Training Plan agreed for Clerk, on target. Training Plan for Members as per individual councillor needs exist	Council
5	Member Liability				
	Declaration of Interest	1 x 2 = 2	Register accurate and lodged with monitoring Officer. Agenda items declared at each meeting	Councillors would report to ESBC Monitoring Officer	Councillors
	Hospitality	1 x 1 = 1	Declared	No actions	
	Resolutions	2 x 2 = 4	The Chair summarises resolutions before Members vote on them Where Members disagree with the advice of the Clerk, such disagreement is recorded. Decisions delegated to Clerk reported to Council & recorded in Minutes	Council to have regular training	Chairman Members Clerk
6	Council Liability				
	Lone person working	1 x 3 = 3	Comply with employment law	H&S risk assessment	Personnel committee
	Contract of Employment	1 x 1 = 1	Issue contract within legislative timeframe and include person specification	Contract issued	Personnel committee
	Duty of Care	2 x 2 = 4	To Employees To Visitors To Councillors	H&S risk assessment	Council
	Other Employment Conditions	1 x 1 = 1	Appraisals Local Conditions Code of conduct	Training as required	Council/clerk
	Loss of Key Staff	1x 3 = 3	Succession Planning	Key worker insurance cover exists. Locum staff can be sourced via Society of local council clerks	council
	Councillors	1 x 2 = 2	Councillors are adequately advised of their Responsibilities Code of conduct adopted for councillors to adhere too	Induction & refresher training as requested. Civility and respect code adopted. Councillors to understand how to report councillors to the Monitoring	Council/ ESBC Monitoring officer

				officer in the event of inappropriate behaviours.	
	Code of Conduct	2 x 1 = 2	Reporting of interests and Code of Conduct issues administered by East Staffordshire BC Adopt & sign up to Code Officer Member Protocol New Ethical Framework imposed by Localism Act 2011	New Code and accompanying procedures adopted. Social Media Policy + Planning Policy adopted Councillors & Clerk had Ethical framework training.	Council and clerk
7 Health and Safety					
	Responsibilities	2 x 3 = 6	Members Employees Public Contractors	H&S Briefing received Contractors submit risk assessments etc as required.	Clerk/Council
	Fire	1 x 3 = 3	Risk assessment	Risk assessments undertaken as required	Clerk/Council
	COSHH	2 x 2=4	Risk assessment	Risk assessments undertaken as required	Clerk/Council
	PAT	2 x 2 = 4	Regular testing completed	Regular testing completed as required.	Clerk/Council
	VDU	2 x 2 = 4	Risk assessment	Assessment completed.	Clerk/council
8 Town and Country Planning					
	Consultation on local plans	1 x 2 = 2	Planning Committee established or Council procedure	Adequate	
9 Contracts					
	Monitoring of Contracts	1 x 3 = 3	Performance Payments	Adequate	Clerk/Council

	Letting of Contracts	3 x 2 = 6	Compliance with legislation, particularly tendering process as defined in Standing Orders/Financial Regulations	Adequate	Clerk
10	Administration				
	Administrative cover	1 x 1 = 1	Arrangements in absence of Clerk Personnel committee are aware of items which clerk has in her possession.	Adequate	Personnel committee
	Public Accessibility	1 x 1 = 1	Accessibility to residents	By appointment at mutually convenient time and location	
	Archiving	1 x 2 = 2	Documents are stored in accordance with Document Retention Policy	Adequate	
	Website	1 x 3 = 3	Lack of updates Incorrect data	Adequate	
	Standing Orders	1 x 2 = 2	Reviewed Annually	Adequate	
	Financial Regulations	1 x 2 = 2	Reviewed Regularly	Revised 2023	
	Press Comments	1 x 2 = 2	Adopt guidelines for press comments	Adequate	
	Data Protection	2 x 2 = 4	Keep up to date to ensure legislative compliance	Council briefed as required	
	Freedom of Information	1 x 1 = 1	Respond to requests in accordance with Publication Scheme & Information Guide	Publication Scheme & Guide adopted.	
11	Bye Laws				
	Introduction	1 x 1 = 1	Reference documents readily available Higher Agencies involvement	Not applicable	
12	Charities				
	Trusteeship	1 x 2 = 2	Understanding of definitions & responsibilities	Bank details to be changed to remove liability from council. Henry Warford separate account to be set up.	Council
13	Community Centres/Village Halls				
	Vandalism/ cleanliness Access to parish council documentation	1 x 3 = 3	No direct statutory responsibility for village hall. However parish files are kept within the village hall.	Clerk and J Bristow currently have access to filing cabinet etc.	Council/clerk

14 Local functions					
	Future Services	2 x 3 = 6	Identified Resources Management	New action plan to be compiled. Current plan is out of date.	Council
	Emergency Plan & Disaster Recovery	1 x 3 = 3 2 x 2 = 4	Disaster Recovery Plan is not in place.	Full council to review if council feels necessary.	Council