

CLAYDON WITH CLATTERCOTE PARISH COUNCIL RISK ASSESSMENT

This document was considered and approved at the Parish Council meeting held on 13th March 2018.

This document identifies risks, assesses likelihood and impact and includes an action plan for managing risks. Likelihood and impact have been assessed on a Low –Medium – High scale. Clearly those risks that record a High-High or Medium- High score require the most careful monitoring and review.

Category	Risk	Likelihood/Impact	Method used to minimise risk	Person(s) responsible
1. Business continuity	1. Incapacity of Clerk and/or Voluntary Assistant Clerk	Low/High	Designate a person to temporarily act as Clerk in an emergency. All passwords for council files and bank accounts are kept in a sealed envelope held by the Chair.	All members
	2. Resignation of the Clerk	Medium/High	As 1.1.	All members
	3. Loss or theft of records	Medium/High	All old copies of Minutes prior to electronic use are stored at Records Office. All minutes from 2010 onwards are held on the village website. All records are backed up daily to OneDrive (cloud based storage).	Clerk
	4. Failure to retain or secure the necessary number of Members for a Council	Medium/High	Advertise for an election immediately a vacancy exists. Co-opt Members where no election held.	Clerk All members
2. Financial	1. Inadequate insurance cover taken out – property, personal liability, employer's liability	Medium/High	Review risk assessment by including on agenda of Parish Council meetings at least annually. Review Asset Register annually before new insurance is taken out to ensure all assets are appropriately insured.	Clerk All Members

Category	Risk	Likelihood/Impact	Method used to minimise risk	Person(s) responsible
	2. Theft/loss of money	Low/Medium	Fidelity guarantee in place. All receipts and payments are listed on every agenda and bank balances checked at each meeting. No petty cash to be held and cash receipts to be avoided where possible. All receipts should be banked as soon as possible.	Clerk Clerk Chairman All members. Clerk
3. Legal	1. Inappropriate use of powers	Low/High	CiLCA qualified Clerk. Membership of Oxfordshire ALC (OALC) provides access to current advice if required.	Clerk Clerk/All members
	2. Breach of General Data Protection regulations (GDPR)	Medium/Medium	Any data not needed for business purposes will be destroyed as per the Records retention Policy. Council adheres to its Privacy Notice, Data Protection Policy and Subject Access request procedure.	Clerk/All members