



Pillerton Hersey Parish Council

RISK ASSESSMENT

Date adopted	22 June 2021
Reviewed	November 2021 June 2022 9 May 2023 14 May 2024
Next review due	May 2025

## Introduction

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any, and all potential risks inherent in the place or practices.

Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the parish council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

This document identifies risk, assesses likelihood and impact. It also includes an action plan for managing risk.

Likelihood and impact have been assessed as low, medium and high scale. The higher the risk, the more careful the monitoring and review that is required.

Risk Assessment matrix

Likelihood	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium
		Low	Medium	High
		Impact		

Risk	Likelihood score	Impact score	Risk rating	Exposure	Policy	Action
<b>Organisational Risk</b>						
Loss of Clerk/Proper Officer	Low	High	Medium	Pillerton Hersey Parish Council Public	<ul style="list-style-type: none"> <li>Maintain continuity via WALC for details of Locum Clerk service.</li> <li>Where access is required, follow the current emergency procedures.</li> <li>Ensure that cover is available from Councillors. This should include access to relevant emails and information.</li> </ul>	Chair
Loss of Responsible Financial Officer	Low	High	Medium	Pillerton Hersey Parish Council Public	<ul style="list-style-type: none"> <li>WALC assistance to be sought for a locum Responsible Financial Officer</li> <li>Ensure that cover is available from Councillors. This should include access to relevant emails and information.</li> </ul>	Clerk / Chair
Loss of Councillor	Low	Low	Low	Pillerton Hersey Parish Council	<ul style="list-style-type: none"> <li>Inform Stratford District Council Electoral Services</li> </ul>	Clerk / Chair

Risk	Likelihood score	Impact score	Risk rating	Exposure	Policy	Action
					<ul style="list-style-type: none"> <li>Follow WALC guidance to fill casual vacancy</li> </ul>	
<b>IT Risk</b>						
Loss of IT data	Low	High	Medium	Pillerton Hersey Parish Council Public	<ul style="list-style-type: none"> <li>Data secured regularly on OneDrive</li> </ul>	Clerk / Councillors
Loss of Pillerton Hersey Parish Council website	Low	High	Medium	Pillerton Hersey Parish Council Public	<ul style="list-style-type: none"> <li>The parish council has a website that is used to hold information about its assets, activities and policies. The website is also used to enable it to meet the requirements of the Transparency Code.</li> <li>The website shall be full documented in terms of content and copies of documents and files that are uploaded are retained in a separate OneDrive location.</li> </ul>	Clerk / Councillors
<b>Compliance Risk</b>						
Failure to keep up to date with rapidly changing requirements	High			Pillerton Hersey Parish Council	<ul style="list-style-type: none"> <li>Regular scrutiny of requirements as received from WALC to ensure that the parish council remains compliant with its obligations in an accurate and timely manner.</li> <li>Ensure all policies are reviewed and updates as and when necessary.</li> <li>Regularly review the training requirements of the Clerk and Responsible Financial Officer</li> <li>The Clerk will, where necessary, seek guidance / clarification from WALC</li> </ul>	Clerk / Chair
Non-compliance with Standing Orders	Medium			Pillerton Hersey Parish Council	<ul style="list-style-type: none"> <li>Regular scrutiny of the Standing Orders by Councillors and Clerk.</li> <li>Model standing orders available from WALC</li> </ul>	Clerk, Councillors, Internal Auditor

Risk	Likelihood score	Impact score	Risk rating	Exposure	Policy	Action
					<ul style="list-style-type: none"> <li>Scrutiny of Standing Orders by internal auditor during annual internal audit,</li> </ul>	
Failure to comply with Transparency Code requirements	Medium			Pillerton Hersey Parish Council Public	<ul style="list-style-type: none"> <li>Regular reviews of the Transparency Code requirements and that the information is published on the parish council website.</li> <li>The required information should be easy to access and clearly identified.</li> </ul>	Clerk / Councillors
Failure to comply with Data Protection requirements	Medium			Pillerton Hersey Parish Council Public	<ul style="list-style-type: none"> <li>Regular review of the Data Protection requirements and internal policy.</li> <li>Ensure that any data held is in a secured location with adequate password controls in place.</li> <li>Ensure that any information held has the specific authority of the data owner.</li> <li>Appropriate training to be given to the Clerk and Councillors.</li> </ul>	Clerk / Councillors
Failure to comply with Data Retention requirements	Medium			Pillerton Hersey Parish Council Public	<ul style="list-style-type: none"> <li>Regular reviews of the data retention requirements and internal policy.</li> <li>All paper copies of document are to be adequately safeguarded and where possible, documents should be passed to the Warwick Records Office for safe keeping.</li> <li>Electronic copies of documents will be made wherever possible and these will be subject to the loss of IT data assessment (see above).</li> </ul>	Clerk / Councillors
<b>Financial Risk</b>						
Loss of Council Assets	High			Pillerton Hersey Parish Council	<ul style="list-style-type: none"> <li>Theft / loss of assets insured for replacement cost.</li> </ul>	Clerk, Councillors,

Risk	Likelihood score	Impact score	Risk rating	Exposure	Policy	Action
				Public	<ul style="list-style-type: none"> <li>▪ Internal auditor to review asset register and insurance.</li> <li>▪ Clerk and Councillors to review assets and asset register on a regular basis</li> </ul>	Internal Auditor
Theft / fraud	High			Pillerton Hersey Parish Council Public	<ul style="list-style-type: none"> <li>▪ Regular scrutiny of financial records by Councillors</li> <li>▪ All approvals for spending and powers under which spend is authorised as to be properly recorded in the minutes.</li> <li>▪ A Letter of appointment for internal auditor to include the areas of risk – VAT, PAYE, cheque signing and Council income.</li> <li>▪ Regular review of payroll, pension processes and payments.</li> <li>▪ Review of effectiveness of internal auditor's report.</li> <li>▪ Parish council approval for payroll authority changes</li> <li>▪ No petty cash to be held.</li> </ul>	Councillors, Internal Auditor
Injury / loss to recipient of parish council service	High			Parish council employee	<ul style="list-style-type: none"> <li>▪ Public liability insurance indemnity of £10,000,000</li> <li>▪ Regular review of insurance by Councillors</li> <li>▪ Emergency policy to delegate authority to Clerk to commit finances without prior approval of Council in emergency,</li> </ul>	Councillors, Clerk
Loss of income	Medium			Pillerton Hersey Parish Council Public	<ul style="list-style-type: none"> <li>▪ Regular monitoring by Councillors and Clerk to ascertain income.</li> <li>▪ Cash book reconciliation monitoring by Councillors.</li> <li>▪ Annual monitoring of income.</li> </ul>	Councillors, Clerk, Internal Auditor.
<b>Operational / reputational risk</b>						

Risk	Likelihood score	Impact score	Risk rating	Exposure	Policy	Action
Injuries sustained whilst undertaking community activities or voluntary work associated with the parish council	Low			Pillerton Hersey Parish Council Public	<ul style="list-style-type: none"> <li>Any work, whether voluntary or in conjunction with the parish council will be properly supervised and checks will be carried out to ensure that the council is properly insured.</li> </ul>	Clerk, Councillors
Injuries sustained while using Parish Council assets (as noted on the fixed asset register)	Low			Pillerton Hersey Parish Council Public	<ul style="list-style-type: none"> <li>The parish council will carry out regular inspections of fixed assets. If necessary, the council will ensure remedial actions are undertaken.</li> </ul>	Clerk, Councillors
<b>Pandemic / infectious disease</b>						
Contraction of infectious disease whilst attending parish council meetings or activity on behalf of the parish council.	Low			Pillerton Hersey Parish Council Public	<ul style="list-style-type: none"> <li>Ensure a risk assessment for parish council meeting venue is available and adhered to.</li> <li>All councillors and the Clerk are responsible for ensuring that guidelines are met.</li> <li>Government guidelines must be met.</li> </ul>	Clerk, Councillors