

# **RADWAY PARISH COUNCIL**

## **RISK ASSESSMENT**

Date of Adoption	Review date
May 2023	May 2024

## **RADWAY PARISH COUNCIL FINANCIAL AND BUSINESS RISK ASSESSMENT**

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.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the organisation and/or employer to identify all potential risks in the place or practices. Based upon recorded assessment, the organisation and/or employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as it is practically possible. The organisation and/or employer should also make sure that all employees and users of its services are made aware of the results of the risk assessment which will be published on the organisations website.

This document has been produced to enable Radway Parish Council (“the Parish Council”) to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

This risk assessment does not take into account future risk assessments associated with global pandemics such as Covid 19. Such a situation will be dealt with if or when it occurs.

Category	Risk	Likelihood/ Impact	Method used to minimise risk	Person(s) responsible
<b>1. Business continuity</b>	1. Incapacity of Clerk & RFO and/or Voluntary Assistant Clerk RFO.	Low/High	Designate a person to temporarily act as Clerk in an emergency.  Access to parish council email account by Council when Clerk is not available.	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 2016 onwards are held on the Council's website. All records are held on Radway PC laptop.	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

Category	Risk	Likelihood/ Impact	Method used to minimise risk	Person(s) responsible
<b>2. Financial</b>	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. Ensure a risk assessment is carried out for all new assets and appropriate insurance cover considered. Review of asset register, annually. Report any changes to insurance company.	Clerk  All Members
	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. Internal control checks are completed quarterly. No petty cash held and cash receipts to be avoided where possible. All receipts are banked as soon as possible.	Clerk Clerk Chairman ICC All members. Clerk
<b>3. Legal</b>	1. Inappropriate use of powers	Low/High	CILCA qualified Clerk /experienced Clerk. Membership of Warwickshire CALC (WALC) 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.	
<b>4. Loss of IT Data</b>	1. Loss of information	Medium	Documents retained on Parish Council laptop and regularly backed up.	Clerk

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5. <b>Loss of Website</b>	1. Loss of website information	Medium	Suitable website host and software used for website.  Suitably qualified individual operates website.	Webmaster  All members